

STANDARD FORM 64  
January, 1972  
DESCRIBED BY U.S. CIVIL SERVICE COMMISSION  
Federal Personnel Manual Ch. 293  
66-104

SECRET

Official Personnel Folder

SECRET

73 NEW YORK TIMES (6) 7/14/64

Reviewed  
9-5-69 1964

QUALIFICATIONS

for

CODED

KENNEDY, THOMAS J.  
1305-26-2591

NO. 016/29/30

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION



DATE 4-17-78  
REPLY TO  
ATTN OF NCPUR-CA

National Personnel Records Center  
(Civilian Personnel Records)  
111 Winnebago Street  
St. Louis, Missouri 63118

SUBJECT STATEMENT CONCERNING CHRISTMAS ASSISTANT EMPLOYMENT

Division of Adjudication  
Bureau of Personnel Investigations  
U.S. Civil Service Commission  
Washington, D.C. 20415  
attn: J. K. Shipp

(Last, first, middle) <u>Shipp, John</u>	DATE OF BIRTH <u>[REDACTED]</u>	SOCIAL SECURITY NUMBER <u>[REDACTED]</u>
---	------------------------------------	---

The enclosed request is forwarded for your reply since the payroll records for the period(s) involved have not been received. Please furnish the requester information as to the number of hours worked and rate of pay for the period(s) involved.

☒ Official personnel folders are not established for Christmas assistants. Payroll records show the number of hours worked but not the actual appointment and separation dates. The payroll records show the following information for the above named employee:

PERIOD	HOURS WORKED	RATE OF PAY	POST OFFICE
11-51 to 12-51	NO SERVICE		
12-1-52 to 12-15-52	42	\$1.55 PM	Indianapolis, Ind.
12-16-52 to 12-31-52	NO SERVICE		

☐ The above verifies only a portion of the service shown in your request. The payroll records for the other employment periods are held by the Payroll Section, Postal Data Center, Post Office Department.

for E. L. PRICE  
Chief, Civ. Rep. Br.

REC'D INA

APR 24 1978

CSA FORM 6094  
MAY 68

APR 6 1978

Standard Form 127  
July 1967 edition  
General instructions for completion  
FD-503 (4-78) 10-55172

# REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYED)

1. DATE OF REQUEST  
23 February 1978

## Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle)

KEEGAN, THOMAS

3. NAME, UNDER WHICH FORMERLY EMPLOYED (FD-503)  
From 2.2

4. DATE OF BIRTH

5. SOCIAL SECURITY NUMBER

NATIONAL PERSONNEL RECORDS CENTER, GSA  
(Civilian Personnel Records)  
111 WINNEBAGO STREET  
ST. LOUIS, MISSOURI 63118

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED  
Original will be used as card folder or reply to your agency.  
Duplicate will be used as charge-out record by the Records Center.

## 3. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office	Milwaukee, Wis	11/52	12/52
United States Post Office	Milwaukee, Wis	11/51	12/51

6. REASON FOR REQUEST (Check appropriate box)

- ☐ a. Currently employed. ☒ b. Temporary use. ☐ c. Pre-employment consideration. Will retain folder if hired.

7. REMARKS

If no records may be found, please do a payroll search. Thank you.

## Section II—FOR USE BY RECORDS CENTER

- ☐ a. Folder enclosed.  
☐ b. Folder was sent to your agency on  
☐ c. Folder forwarded in place of information requested. Retain if person is rehired.  
☐ d. Folder not received. Suggest you contact last employing office.  
☐ e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name, and furnish date forwarded and several names of other folders in same shipment.
- ☐ f. Folder believed in custody of following agency. Original of your request sent to that agency for action.

*A pay transcript is furnished on the attached DSO Form 1894*

Date: 4-17-78 Initials: BJD

## Section III—TO BE COMPLETED BY REQUESTING AGENCY

Division of Administration  
Bureau of Personnel Investigations  
U. S. Civil Service Commission  
Washington, D. C. 20415

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.

☐ UNCLASSIFIED

☐ INTERNAL  
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

request for Personnel Records from the Federal Records Center or former employer.

FROM:  
OP/CD/TRB  
Files Section  
5 E 13 HQS

EXTENSION

6141

NO

DATE

23 February 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. CCS/CSB  
6H 44 HQS  
Attn: Mr. McKinnon

2/28/78

JH

It is requested that your office obtain the Official Records indicated on the attached Form IN - 502 and forward them to the OP FILES SECTION. For further information or if the request cannot be honored, please contact G/TRB on extension 7165.

BU3J2CT:

Mr. Thomas Keenan

5. OS/CSD/EAB  
4 E 33 HQS  
Attn: Mr. Daly

DO:

10. OS/CSD/EAB  
4 E 33 HQS  
Attn: Mr. Daly

POWER: (circle one)

YES

NO

IN PROCESS

OS/CSB - Request the Official Personnel Folder from:

FEDERAL RECORDS CENTER

X

LAST EMPLOYING AGENCY

15. OP/CD/TRB  
Files Section  
5 E 13 HQS

FORM 1-67

610

USE PREVIOUS EDITIONS

☐ SECRET

☐ CONFIDENTIAL

☐ INTERNAL  
USE ONLY

☐ UNCLASSIFIED

Standard Form 117  
July 1965 Edition  
GSA GEN. REG. NO. 27  
FPMR (41 CFR) 101-11.6

## REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYEE)

1. DATE OF REQUEST  
**23 February 1976**

Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle)  
**KIRBY, THOMAS**

3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (If different from 2.)

NATIONAL PERSONNEL RECORDS CENTER GSA  
(Civilian Personnel Records)  
111 WINNEBAGO STREET  
ST. LOUIS, MISSOURI 63110

4. DATE OF BIRTH

5. SOCIAL SECURITY NUMBER

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED. Original will be used to send folder in reply to your agency. Duplicate will be used as charge-out record by the Records Center.

3. PREVIOUS FEDERAL EMPLOYMENT			
AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office	Elmhurst, Wis	11/52	12/52
United States Post Office	Elmhurst, Wis	11/52	12/52

6. REASON FOR REQUEST (Check appropriate box)

- ☐ a. Currently employed. ☒ b. Temporary use. ☐ c. Pre-employment consideration. Will retain folder if hired.

7. REMARKS

**If no records may be found, please do a payroll search. Thank you.**

Section II—FOR USE BY RECORDS CENTER

- ☐ a. Folder enclosed.
- ☐ b. Folder was sent to your agency on \_\_\_\_\_
- ☐ c. Folder forwarded in place of information requested. Retain if person is rehired.
- ☐ d. Folder not received. Suggest you contact last employing office.
- ☐ e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name and furnish date forwarded and several names of other folders in same shipment.
- ☐ f. Folder believed in custody of following agency. Original of your request sent to that agency for action.

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Section III—TO BE COMPLETED BY REQUESTING AGENCY

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.

18 March 1977

Thomas Keenan (LA)

Dear Tom,

Please accept my appreciation for an assignment well done as a member of the FY 1977 GS-13 Evaluation Board.

Your full-time service with the Board represents a major contribution to the Directorate's program of personnel assessment and management. Your recommendations for promotion, career development, and other matters have been very helpful.

I believe you will find on return to your regular duties that this time spent with the Board has broadened and sharpened your own focus on the personnel aspects of Agency management. I think it will make you appreciate more than ever our need for carefully and candidly written appraisals of employees.

Sincerely,

*J. Stanley*

William W. Wells  
Deputy Director for Operations

CONFIDENTIAL (When Filled In)	
NOTICE OF CREDITABLE SERVICE (FOR LEAVE PURPOSES)	
NAME (Last, First, Middle)	<input type="checkbox"/> VOUCHERED <input type="checkbox"/> UNVOUCHERED
Keenan, Thomas J.	SERIAL NO.
Office (and Division)	026090
DDO/LA	
ORIGINAL	SERVICE COMPUTATION DATE (MO - DA - YR)
XX CORRECTION	January 19, 1954
THIS DATE	SIGNATURE (Office of Personnel)
October 25, 1977	1/11/1954 Kont M. Cargile
CONFIDENTIAL	
U.S. IMPORT CL. BY: 0078221	

SECRET

(When Filled In)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

8 February 1977

1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.	
3. NATURE OF PERSONNEL ACTION Reassignment and change of NOCA			
4. EFFECTIVE DATE REQUESTED MONTH 02 DAY 08 YEAR 77		5. CATEGORY OF EMPLOYMENT Regular	
6. PLACE V TO V OF TO V		7. PAY AND BENEFITS 7155 4525 0002	
8. ORGANIZATIONAL DESIGNATIONS DDO/LA Division Operations Staff		9. LOCATION OF OFFICIAL STATION Wash., D.C.	
10. POSITION TITLE Operations Officer (15)		11. POSITION NUMBER CN55	
12. CLASSIFICATION SCHEDULE (GS, E, S, etc.) GS		13. OCCUPATIONAL SERIES 0136.01	
14. GRADE AND STEP 15 4		15. SALARY OR RATE \$ 37167.	

From: DDO/LA/MCA #3 c's per DDO/LA 2-17-77

*limited position already filled* } vice: Ron Winters

16A. SIGNATURE OF REQUESTING OFFICER John T. Murphy, C/LA/Pers		DATE SIGNED 8 Feb 77		16B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER C. B. [Signature]		DATE SIGNED 2/15/77	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
17. ACTION CODE 3710		18. OFFICE CODES NUMERIC 31065 ALPHABETIC LA		19. STATION CODE 75013		20. OFFICIAL CODE	
21. DATE OF BIRTH MO DA YR		22. DATE OF GRADE MO DA YR		23. DATE OF LEAVE MO DA YR		24. SECURITY SEC NO	
25. SPECIAL REFERENCE		26. RETIREMENT DATA T-PLA T-PLA T-PLA		27. SEPARATION DATA CODE		28. CORRECTION, CANCELLATION DATA TYPE MO DA YR	
29. PAY PREFERENCE CODE 6-None 1-10 YR 2-10 YR		30. SERV. COMP. DATA MO DA YR		31. LOOS. COMP. DATA MO DA YR		32. CAREER CATEGORY CODE 1-None 2-None 3-None	
33. PERIODS CIVILIAN GOVERNMENT SERVICE CODE 6-None 1-None 2-None 3-None		34. LEAVE CAT CODE		35. FEDERAL TAX DATA FORM 1040 CODE 1-None 2-None 3-None		36. MILITARY INSURANCE CODE 1-None 2-None 3-None	
37. POSITION CONTROL CERTIFICATION 2-16-77 [Signature]		38. APPROVAL 28 FEB 77 [Signature]		39. DATE APPROVED 22 Feb 77		40. [Signature]	

SECRET

1.2. IMPORT CL. BY 007A22

C-NO money

AP 5/4/75

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED																																					
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.		22 June 1976																																					
3. NATURE OF PERSONNEL ACTION Reassignment and Delegation of NSCA			4. EFFECTIVE DATE REQUESTED 06 21 76		5. CATEGORY OF EMPLOYMENT Regular																																				
6. FUND X		7. FAN-ANTI-NSCA 135 4528 0001		8. LEGAL AUTHORITY (Circled by OAN of Personnel)																																					
9. ORGANIZATIONAL DESIGNATION DDO/LA Division Mexico/Central America Branch			10. LOCATION OF OFFICE BRANCH Wash., D.C.																																						
11. POSITION TITLE Officer, Ch (15)			12. POSITION NUMBER CP25		13. CAREER SERVICE DESIGNATION DQB																																				
14. CLASSIFICATION SYMBOL (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 4																																					
				17. SALARY OR RATE \$ 34,441																																					
18. REMARKS  DDO Memo attached																																									
19. SIGNATURE OF REQUESTING OFFICIAL H. L. Berthold, C/LA/Pers		DATE SIGNED 22 Jun 76		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER A. B. B. R. H. / C. S.																																					
				DATE SIGNED 6/28/76																																					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																																									
<table border="1"><tr><td>21. ACTION CODE 37</td><td>22. EMPLOY CODE 10</td><td>23. OFFICE LOCATION LA</td><td>24. STATION CODE 75013</td><td>25. REASON CODE</td><td>26. ACTION CODE</td><td>27. DATE OF ACTION MO DA YR</td><td>28. DATE OF GRADE MO DA YR</td><td>29. DATE OF LE MO DA YR</td></tr><tr><td>30. EFF. EXP. DATE MO DA YR</td><td>31. EFF. DATE MO DA YR</td><td>32. RETIREMENT DATE MO DA YR</td><td>33. SEPARATION CODE MO DA YR</td><td>34. CANCELLATION DATE MO DA YR</td><td>35. UTILITY MO DA YR</td><td>36. LEI</td><td colspan="2"></td></tr><tr><td>37. PAY PERIOD MO DA YR</td><td>38. PAY CODE MO DA YR</td><td>39. LEI CODE MO DA YR</td><td>40. LEI CODE MO DA YR</td><td>41. LEI CODE MO DA YR</td><td>42. LEI CODE MO DA YR</td><td>43. LEI CODE MO DA YR</td><td>44. LEI CODE MO DA YR</td><td>45. LEI CODE MO DA YR</td></tr><tr><td colspan="3">46. POSITION CONTROL CERTIFICATION 29 JUN 1976</td><td colspan="3">47. J. APPROVAL [Signature]</td><td colspan="3">DATE APPROVED 29 Jun 76</td></tr></table>						21. ACTION CODE 37	22. EMPLOY CODE 10	23. OFFICE LOCATION LA	24. STATION CODE 75013	25. REASON CODE	26. ACTION CODE	27. DATE OF ACTION MO DA YR	28. DATE OF GRADE MO DA YR	29. DATE OF LE MO DA YR	30. EFF. EXP. DATE MO DA YR	31. EFF. DATE MO DA YR	32. RETIREMENT DATE MO DA YR	33. SEPARATION CODE MO DA YR	34. CANCELLATION DATE MO DA YR	35. UTILITY MO DA YR	36. LEI			37. PAY PERIOD MO DA YR	38. PAY CODE MO DA YR	39. LEI CODE MO DA YR	40. LEI CODE MO DA YR	41. LEI CODE MO DA YR	42. LEI CODE MO DA YR	43. LEI CODE MO DA YR	44. LEI CODE MO DA YR	45. LEI CODE MO DA YR	46. POSITION CONTROL CERTIFICATION 29 JUN 1976			47. J. APPROVAL [Signature]			DATE APPROVED 29 Jun 76		
21. ACTION CODE 37	22. EMPLOY CODE 10	23. OFFICE LOCATION LA	24. STATION CODE 75013	25. REASON CODE	26. ACTION CODE	27. DATE OF ACTION MO DA YR	28. DATE OF GRADE MO DA YR	29. DATE OF LE MO DA YR																																	
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46. POSITION CONTROL CERTIFICATION 29 JUN 1976			47. J. APPROVAL [Signature]			DATE APPROVED 29 Jun 76																																			

SECRET

1. INADVERTENT CL. BY 007/127

100-76-1572

19 MAR 1976

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT : Appointment of Mr. Thomas J. Keenan as  
Chief, Mexico and Central America Branch

1. The appointment of Mr. Thomas J. Keenan as Chief of our Mexico and Central America Branch, a GS-15 position, effective in June 1976 is recommended. Mr. Keenan would replace Mr. Jack F. Mathews who is presently Chief, Mexico Branch.
2. Mr. Keenan has been an employee of the Agency since May 1957, and is currently attending the Army War College. His biographic profile and two most recent fitness reports are attached.

*R. S. Sampson*  
Richard S. Sampson  
Chief  
Latin America Division

Attachments  
Biographic Profile  
Fitness Reports  
Photograph

The recommendation in paragraph 1 is (APPROVED)

*David H. Bell*  
Deputy Director for Operations

*27 March 1976*  
Date

E2 IMPDET  
CL BY 055762

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
00DF						30 December 1974	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)					
026090		Keenan, Thomas J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
Change of Functional Category				01/02/75		Regular	
6. RACE		7. FAN AND WSCA		8. LEGAL AUTHORITY (Complained by: O/As of Personnel)			
V TO V		5135 0984 0001					
O TO V		X O TO O					
9. ORGANIZATIONAL DESIGNATION				10. LOCATION OF STATION			
DDO/LA Division Foreign Field Kingston, Jamaica Station				Kingston, Jamaica			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
Chief of Station (14)				0660		DOB	
14. CLASSIFICATION SCHEDULE (GS, ZS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.05		15-2		\$ 30,812.	
18. REMARKS							
Kingston, Jamaica							
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
H. Berthold, CCA/Pers				30 Dec 74		Eum 1/2/75	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. ACTION CODE		21. EMPLOY CODE		22. OFFICE CODES		23. STATION CODE	
37		10		5135 LA		37043	
24. DATE OF BIRTH		25. DATE OF BIRTH		26. DATE OF BIRTH		27. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR	
28. DATE OF BIRTH		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE	
MO DA YR		S-1		CODE		CODE	
32. VET PREFERENCE		33. SERV COMP DATA		34. CORRESP DATA		35. CAREER (L) DATA	
CODE		MO DA YR		CODE		CODE	
36. PREVIOUS EMPLOYER SERVICE		37. LEAVE DATA		38. POWER DATA		39. HEALTH DATA	
CODE		CODE		CODE		CODE	
40. POSITION CONTROL CERTIFICATION				41. APPROVAL		DATE APPROVED	
CIR 1/2/75				Eum 1/2/75		31-75	

1152 USE PREVIOUS EDITION

SECRET

C. J. LINDSEY CL BY 007522

SECRET

(When filled in)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 22 May 1974	
1. SYMBOL NO.		2. NAME (Last-First-Middle) 026090 Keenan, Thomas John									
3. NATURE OF PERSONNEL ACTION Promotion					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 25 26 74		5. CATEGORY OF EMPLOYMENT Regular				
6. ACTION ▶		V TO V O TO V		V TO O O TO O		7. FAM AND MOSA 4135-0984 0003		8. LOCAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATION DDO/WH Division Foreign Field Branch 7- Kingston, Jamaica Station					10. LOCATION OF OFFICIAL STATION Kingston, Jamaica						
11. POSITION NUMBER (14) 0660					12. CAREER SERVICE DESIGNATION D						
14. CLASSIFICATION SCHEDULE (GS, FA, etc.) GS			15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND STEP 15-2		17. SALARY OR RATE \$29,205				
18. REMARKS From GS - 14/4 PRA in accordance with (1) (d) NTE two years Kingston, Jamaica											
19. SIGNATURE OF REQUESTING OFFICIAL H. L. Berthold, C/WH/Pers					DATE SIGNED 22 May 74		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Paul B. Bretner		DATE SIGNED 22 MAY 1974		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRITY CODE	24. RIGHTS CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR		
22 10	51875	WH		37043		3	25 26 74	05 126 74			
28. NTE DEPT.	29. SPECIAL REFERENCE	30. RETIREMENT DATA MO DA YR		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	33. SECURITY	34. SOC				
MO DA YR 15 125 76	24	MO DA YR					EOD DATA				
35. VET. PREFERENCE	36. SERV COMP. DATE	37. LOSS COMP. DATE		38. CAREER CATEGORY	39. PHYSI/HEALTH UPDGRADE	40. SOCIAL SECURITY NO.					
CODE	MO DA YR	MO DA YR		CODE	CODE	CODE					
0-NO PREVIOUS SERVICE 1-60 YEARS OF SERVICE 2-60 YEARS OF SERVICE (THRU 3 YEARS) 3-60 YEARS OF SERVICE (BOTH THRU 3 YEARS)				FORM EXECUTED CODE 1-YES 2-NO	FORM EXECUTED 1-YES 2-NO	CODE					
43. POSITION CONTROL CERTIFICATION 5-23-74				44. O.P. APPROVAL R. A. J. J. J.			DATE APPROVED 24 May 74				

FORM 1152

USE PREVIOUS EDITION

SECRET

CLASSIFICATION 01-0133

FA-2  
APC/A

(4)

SECRET  
EYES ONLY

13

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT: Recommendation for Promotion to Grade GS-13  
Thomas J. Keenan

1. WH Division recommends that Mr. Thomas J. Keenan be promoted to GS-13.

2. Mr. Keenan has been serving as COS, Kingston since October 1973. He was selected for this important position as a result of the high level of performance turned in by him in his previous field tour as Deputy Chief of Station, Lima. In Kingston he has inherited a Station in which, because of circumstances beyond control of Agency personnel, the incumbent faces enormous operational and circumstantial difficulties.

Mr. Keenan thus faces a great challenge in rebuilding operational activities practically from scratch. In spite of the short time in which he has been in place he is off to a promising start and has already demonstrated the qualities of leadership and imagination which we expected of him. He has shown soundness in directing his two subordinate officers and in counseling them on how to achieve desired objectives in specific operational situations. He has likewise maintained excellent relations with the acting principal officer who in turn has shown himself to be a strong supporter of the Station's efforts.

3. It is noteworthy that Mr. Keenan has been able to maintain the Station's morale at an acceptable level in the face of the extremely difficult law and order situation in Kingston where personnel must live in constant daily fear for the well-being of their dependents.

SECRET  
EYES ONLY

2

023345

SECRET  
EYES ONLY

6. This Division believes that the performance of Mr. Keenan in this initial period of his first experience as Chief of Station amply justifies the confidence and trust placed in him when he was chosen to occupy that position.

  
David A. Phillips  
Chief  
Western Hemisphere Division

2  
SECRET  
EYES ONLY

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last, First - Middle)				31 July 1973	
026090		KEENAN, THOMAS JOHN ✓					
4. PURPOSE OF PERSONNEL ACTION				5. EFFECTIVE DATE REQUESTED		6. CATEGORY OF EMPLOYMENT	
REASSIGNMENT				MONTH DAY YEAR 09 15 73		REGULAR	
7. PAY AND MOCA		8. LOCAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATION		10. LOCATION OF OFFICE STATION	
4135 0984 0001				DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION		KINGSTON, JAMAICA	
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
CHIEF OF STATION (14)				011111 0660		D	
14. CLASSIFICATION SYMBOL (FCR, LTR, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136-05		14 34		24600 26.671	
18. REMARKS							
FROM: DDO/WH/BR-37DCOS, PERU STATION							
HOME BASE: WH							
* Salary Blank							
1 - Security 1 - Finance							
18A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL		DATE SIGNED	
H.L. BERTHOLD, C/WH/PERS		10-30-73		[Signature]		10-30-73	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE	22. STATION CODE	23. INTEREST CODE	24. NOTES CODE	25. DATE OF BIRTH	26. DATE OF GRADE
37	10	515	57043		3		
27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF GRADE	30. DATE OF GRADE	31. DATE OF GRADE	32. DATE OF GRADE	33. DATE OF GRADE	34. DATE OF GRADE
35. RETIREMENT CODE		36. LONG TERM CODE		37. CAREER HISTORY		38. HEALTH STATUS	
39. OFFICIAL (OFFICE) CODE		40. STATE CODE		41. FEDERAL CODE		42. STATE CODE	
43. POSITION CONTROL CODE		44. DATE APPROVED		45. DATE APPROVED		46. DATE APPROVED	
1008 10-31-73		[Signature]		24/10/73			

1152

SECRET

CLASSIFIED BY: 01 0712

24 2  
2400

SECRET

1. NAME (Last, First, Middle) <b>Thomas J.</b>		2. DATE OF BIRTH <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		3. GRADE <b>GS-14</b>	
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>WH/ Lima</b>		5. PRESENT POSITION		6. EMPLOYEE EXTENSION <b>6815</b>	
7. PROPOSED STATION <b>WH/ Kingston, Jamaica</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>COS 0660 GS-14</b>			
9. TYPE OF COVER AT NEW STATION <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		10. ESTIMATED DATE OF DEPARTURE <b>1 Sept 1973</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven</b>	
12. COMMENTS					
13. DATE OF REQUEST <b>26 July 1973</b>		14. NAME OF REQUESTING OFFICIAL <i>Paul Bantman</i> <b>J. Torres</b>		15. ROOM NUMBER AND BUILDING <b>3D5317</b>	
16. EXTENSION <b>6815</b>					
17. OFFICE OF MEDICAL SERVICES DISPOSITION					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
<p style="text-align: right;">25 DEC 1973</p> <p style="text-align: center;">QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS</p> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">CHIEF, OVERSEAS CANDIDATE REVIEW PANEL</p>					
REQUEST FOR PCS OVERSEAS EVALUATION					

FORM 259a USE PREVIOUS EDITIONS

SECRET

SECRET



73-4127

26 JUL 1973

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director for Operations  
SUBJECT : Appointment of Mr. Thomas J. Keenan  
as Chief of Station, Kingston, Jamaica

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Chief of Station, Kingston, Jamaica, a GS-14 position, effective on or about 1 September 1973, is recommended.

2. Mr. Keenan has been an employee of the Agency since May 1957, and is presently assigned as Deputy Chief of Station, Lima, Peru, a GS-15 position. He has also served overseas in Mexico City. A biographic profile, including information regarding his Agency experience and training, and the two most recent fitness reports are attached. There is no foreign language requirement for assignment to Kingston.

*James E. Flannery*  
David A. Phillips  
Chief,  
Western Hemisphere Division

Attachments  
Biographic Profile (Parts 1 & 2)  
Fitness Reports  
Photograph

SECRET

SECRET

SUBJECT

: Appointment of Mr. Thomas J. Keenan  
as Chief of Station, Kingston, Jamaica

The recommendation in paragraph 1 is ☒ APPROVED ☐ DISAPPROVED

William E. Nelson  
Deputy Director for Operations

31 July 1973  
Date

The recommendation in paragraph 1 is ☐ APPROVED ☐ DISAPPROVED:

Kevin A. Walters  
Acting Director of Central Intelligence

3 Aug 1973  
Date

SECRET

14-00000

LIMITED OFFICIAL USE

THE WHITE HOUSE

WASHINGTON

*Keenan, Thomas J.*

June 12, 1972

MEMORANDUM FOR JIM LUDLUM

SUBJECT: COURTESIES EXTENDED BY CIA PERSONNEL  
DURING MY RECENT TRIP TO LATIN AMERICA

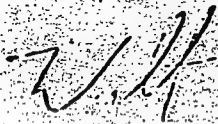
I want to thank you most sincerely for the courtesies extended by your Station Chiefs and other personnel during my recent visit to Latin America.

Without exception, your people were most gracious and helpful.

They were also forthright with respect to both their activities and their problems in dealing with the narcotics target.

It was quite apparent that you and Ted Shackley have succeeded in conveying to the field the message about what the Agency is supposed to be doing in the drug field.

If the appropriate occasion should arise, I would appreciate your conveying my appreciation to Messrs. Horton, Kiyonaga, Reife, Keenan, Thayer, Dickens and [redacted]



Walter C. Minnick

LIMITED OFFICIAL USE

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				3. DATE PREPARED	
026090		KEENAN, THOMAS J.				EX 4 Nov 71	
4. NATURE OF PERSONNEL ACTION				5. EFFECTIVE DATE REQUESTED		6. CATEGORY OF EMPLOYMENT	
REASSIGNMENT (CORRECTION)				09 30 71		REGULAR	
7. FINANCIAL ANALYSIS AND CHARGES		8. LEGAL AUTHORITY (Complied by Officer of Personnel)		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
2135 1084				DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION		LIMA, PERU	
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER/DCOS		0135		D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		14 2		\$ 21509	
18. REMARKS							
HB WH This action to correct Item 11 to Read Ops Officer/DCOS							
19. PAYMENT							
1 - Payroll 2 - Encumbrance							
20. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
Henry L. Berthold				5 Nov 71		11 Nov 71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
22. ACTION CODE	23. EMPLOY CODE	24. OFFICE CODE	25. STATION CODE	26. INTEREST CODE	27. NOTES CODE	28. DATE OF BIRTH	29. DATE OF GRADE
38	10	517601	7402		3		
30. DATE EXPIRES	31. SPECIAL REFERENCE	32. RETIREMENT DATA	33. SEPARATION DATA CODE	34. CORRECTION CANCELLATION DATA	35. SECURITY RSG NO.	36. SEX	
37. VET PREFERENCE	38. SERV. COMP. DATE	39. LONG. COMP. DATE	40. CAREER CATEGORY	41. HEALTH/REMARKS	42. SOCIAL SECURITY NO.		
43. PERSON CITIZENSHIP GOVERNMENT SERVICE	44. LEAVE CAT CODE	45. FEDERAL TAX DATA	46. STATE TAX DATA				
47. POSITION CONTROL CERTIFICATION				48. OFF APPROVAL		49. DATE APPROVED	
				R. Berthold		11/1/71	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

**DATE RECEIVED**

13 October 1971

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

**SECRET**

1. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jun 30</b>		3. GRADE <b>GS-14</b>	
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>DDP/WH/Bogota</b>		5. PRESENT POSITION <b>Ops Officer</b>		6. EMPLOYEE EXTENSION <b>7431</b>	
7. PROPOSED STATION <b>Lima, Peru</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Off DCOS/0135/GS-14</b>			
9. TYPE OF COVER AT NEW STATION		10. ESTIMATED DATE OF DEPARTURE <b>Oct 71</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>seven (7)</b>	
12. COMMENTS  <p><b>Vice: Charles Dickens</b></p> <p><b>Physical will be taken in the field and results forwarded to Hqs.</b></p> <p><b>Mr. Keenan's tested Spanish language proficiency of intermediate Reading and Elementary Speaking meets the general language requirements of the Station.</b></p> <p align="right"><i>Gregory W. Smith</i> <i>6/25/71</i></p>					
13. DATE OF REQUEST <b>19 Mar 71</b>		14. SIGNATURE OF REQUESTING OFFICIAL <i>Joan Wright</i>		15. ROOM NUMBER AND BUILDING <b>3D 5309 Hqs</b>	
16. EXTENSION <b>7431</b>					
17. OFFICE OF MEDICAL SERVICES DISPOSITION					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION  <p align="center"><b>17 MAY 71</b></p> <p align="center"><b>QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS</b></p> <p align="center"><b>PANEL</b></p> <p align="center"><b>Chairman</b></p>					
REQUEST FOR PCS OVERSEAS EVALUATION					

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SIGNAL NUMBER		2. NAME (Last-First-Middle)								25 January 1971	
026090		KEENAN, THOMAS J.									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT					02   07   71			REGULAR			
6. FUNDS		7. TO V		8. TO O		9. FINANCIAL ANALYSIS NO. CHARGEABLE			10. LEGAL AUTHORITY (Completed by Office of Personnel)		
▶		V TO V		X O TO O		1135 0834					
11. ORGANIZATIONAL DESIGNATION					12. LOCATION OF OFFICIAL STATION						
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION					BOGOTA, COLOMBIA						
13. POSITION TITLE					14. POSITION NUMBER			15. CAREER SERVICE DESIGNATION			
OPS OFFICER					1792			D			
16. CLASSIFICATION SCHEME (GS, LSR, etc.)					17. OCCUPATIONAL SERIES		18. GRADE AND STEP			19. SALARY OR RATE	
GS					0136.01		14 1			1-20,815	
20. REMARKS											
* Bogota, Colombia FROM: #0327 <i>Language requirements for me to have been met.</i>											
21. SIGNATURE OF REQUESTING OFFICIAL					22. DATE SIGNED		23. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			24. DATE SIGNED	
Henry L. Berthold					25 Jan 71		W. J. Keenan			1-27-71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
25. ACTION CODE		26. EMPLOY CODE		27. OFFICE CODE		28. STATION CODE		29. INTEGRAL CODE		30. REGIONS CODE	
31		10		21710		1005		3		3	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LEI		34. SEPARATION DATA CODE		35. CORRECTION/CANCELLATION DATA		36. SECURITY	
31		32		33		34		35		36	
37. VET PREFERENCE		38. STEP (COMP. DATE)		39. LONG. COMP. DATE		40. CAREER CATEGORY		41. FEEDBACK INQUIRY		42. SOCIAL SECURITY NO.	
37		38		39		40		41		42	
43. POSITION CONTROL CERTIFICATION				44. OFF. APPROVAL				45. DATE APPROVED			
11				C. Berthold				1-29-71			

1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

1-0763

23 FEB 1971

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT: Appointment of Mr. Thomas J. Keenan, GS-14,  
as Deputy Chief of Station, Lima, Peru

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Deputy Chief of Station, Lima, Peru, effective on or about 15 October 1971, is recommended. Mr. Keenan would replace Mr. Charles B. Dickens.

2. Mr. Keenan has been an employee of the Agency since May 1957. He is currently assigned as an operations officer in Bogota. Mr. Keenan has also served a tour in Mexico City. He has an excellent command of the Spanish language.

3. A biographic profile, including information concerning his Agency experience and training, is attached.

*William V. Broe*

William V. Broe  
Chief

Western Hemisphere Division

1 Attachment  
Biographic Profile (Parts 1 & 2)

The recommendation in paragraph is APPROVED:

*T. A. Karam*  
Deputy Director for Plans

*26 Feb 71*  
Date

SECRET

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER		3. NAME (Last-First-Middle)		23 July 1970	
026090		Keenan, Thomas J.			
2. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
Promotion			07   26   70		Regular
6. FUNDS		7. FINANCIAL ANALYSIS NO.		8. LEAD AUTHORITY (Completed by Office of Personnel)	
<input type="checkbox"/> V TO W <input type="checkbox"/> O TO V <input checked="" type="checkbox"/> X O TO O		0135-0834			
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION			BOGOTA, COLOMBIA		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
QPS OFFICER			0327		D
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0136.01		14 1	
17. REMARKS			18. SALARY GRADE		
FROM: GS-13 step 4 \$18,437			\$19,643		
<p><i>in accordance with HR20-17e(1)a</i></p> <p><i>Bogota, Colombia</i></p>					
19A. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
HENRY L. BERTHOLD C/WH/Pers			7/23/70		7-24
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACTION CODE	21. EMPLOY CODE	22. OFFICE CODING	23. STATION CODE	24. INTEGRAL CODE	25. DATE OF BIRTH
22	1A	51700	WH	15605	07/26/70
26. DATE EXPIRES	27. SPECIAL ASSIGNMENT	28. RETIREMENT DATE	29. SEPARATION DATA CODE	30. CORRECTION/AMENDMENT DATA	31. DATE OF LEI
07/25/72	81			EOD DATA	07/26/70
32. PAY PREFERENCE	33. SUPV. COMP. DATE	34. LONG. COMP. DATE	35. CAREER CATEGORY	36. HEALTH (PATIENT)	37. SOCIAL SECURITY NO.
CODE	6-None 1-1 yr 2-10 yr	NO. DA. YR.	NO. DA. YR.	CODE	CODE
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE	39. LEAVE CAT. CODE	40. FEDERAL TAX DATA	41. STATE TAX DATA	42. SOCIAL SECURITY NO.	43. SOCIAL SECURITY NO.
CODE	1-NO PREVIOUS SERVICE 2-BUSINESS SERVICE (LESS THAN 3 YEARS) 3-RETIRED IN SERVICE (LESS THAN 3 YEARS)	CODE	CODE	CODE	CODE
44. POSITION CONTROL CERTIFICATION			45. O.P. APPROVAL		
			DATE APPROVED		

FORM 1152, USE PREVIOUS EDITION

SECRET

 PREPARED BY: [ ]  
 DATE: [ ]  
 BY: [ ]

000004  
S-E-C-R-E-T  
(when filled in)

17 JUL 1967

MEMORANDUM FOR: Chief, Records and Control Division  
FROM : Executive Secretary, Honor and Merit Awards Board  
SUBJECT : Custody of Honor Award presented to  
Mr. Thomas J. Keenan

Because of security restrictions, the Honor and Merit  
Awards Board is acting as custodian of the subject's Honor Award  
and related papers listed below: Certificate of Merit

When security restrictions no longer prevail, the Awardee  
may obtain his award by calling the Executive Secretary.

*Ellin B. Glenn*  
ELLIN B. GLENN

Distribution:  
(Original) - Subject's OP File  
1 - C/Support Staff/WH  
1 - HMAB Case File  
1 - HMAB Custody File

S-E-C-R-E-T  
(when filled in)

SECRET  
(When Filled In)

# REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
026090	KEENAN	THOMAS	J

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (OAG ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 99, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	27	28 29		40-42
06	28	67				2 - CORRECTION				Colombia	150
						3 - CANCELLATION					

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AGENCY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - TDY (Basic)	CODE	27	28 29		40-42
						2 - CORRECTION					
						3 - CANCELLATION					

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. FW 02253	DOCUMENT DATE/PERIOD 30 June 1967
REMARKS	

PREPARED BY CCO	REPORT ANNOTATED TO CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & I DIVISION, CFB	DATE 2/20/82	
C & I DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER.

SECRET

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				14 JUNE 67	
026090		KEENAN, THOMAS J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
PROMOTION (CORRECTION)				05 21 67		REGULAR	
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Complied by Office of Personnel)			
XX		7135-0834					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				BOGOTA, COLOMBIA			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
OPS OFFICER				0327		D	
14. CLASSIFICATION SCHEDULE (GS, E, S, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY PAY RATE	
GS		0136.01		13 1		,11885 12873	
18. REMARKS							
FROM: SAME. ADDITION OF INTEGRATED INFO.							
<div style="display: flex; justify-content: space-between;"> <div> <p>Signature of Requesting Official</p> <p>Robert D. Cashman C/WH/Pers</p> </div> <div> <p>DATE SIGNED</p> <p>14 June</p> </div> <div> <p>Signature of Career Service Approving Officer</p> <p>R. M. Baker</p> </div> <div> <p>DATE SIGNED</p> <p>14 June 67</p> </div> </div>							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATION CODE	23. INTEGRAL CODE	24. RETIRE CODE	25. DATE OF BIRTH	26. DATE OF GRADE
		NUMERIC ALPHABETIC				MO. DA. YR.	MO. DA. YR.
27. DATE OF LEI	28. INT. EXP. DTS	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CANCELLATION CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX
MO. DA. YR.	MO. DA. YR.		1-CM 2-FM 3-BOB		MO. DA. YR.		
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LOVS. COMP. DATE	38. CAREER CATEGORY	39. HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	CODE		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT.	43. REMARKS AND DATA	44. STATE TAX DATA				
CODE	CODE	FORM EXECUTED	CODE				
1-NO PREVIOUS SERVICE 2-SEAL OF SERVICE (LESS THAN 3 YEARS) 3-SEAL OF SERVICE (MORE THAN 3 YEARS)	1-YES 2-NO	1-YES 2-NO	1-YES 2-NO				
45. POSITION CONTROL CERTIFICATION				46. C/P APPROVAL		DATE APPROVED	
06-1687N				R. M. Baker		06-1687N	

FORM 1152 USE PREVIOUS EDITION

SECRET

 GROUP 1  
 EXCLUDED FROM AUTOMATIC DOWNGRADING  
 AND DECLASSIFICATION

SECRET

(If Not Filled In)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

10 May 67

1. SERIAL NUMBER

026090

2. NAME (Last-First-Middle)

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

PROMOTION

4. EFFECTIVE DATE REQUESTED

05 | 21 | 67

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

X

V TO C

C TO C

7. FINANCIAL ANALYSIS  
NO CHARGEABLE

7135 0834

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS

DDP/WH  
FOREIGN FIELD  
BRANCH 3  
BOGOTA, COLOMBIA STATION

10. LOCATION OF OFFICIAL STATION

BOGOTA, COLOMBIA

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0327

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LS, etc.)

GS

15. OCCUPATIONAL SERIES

G136.01

16. GRADE AND STEP

13 1

17. SALARY OR RATE

\$ 12,873

18. REMARKS

FROM: GS-12 Step 3 at \$11,685 to GS-13 Step 1 at \$12,873.

18A. SIGNATURE OF REQUESTING OFFICER

Robert D. Cashman  
C/WH/Pers

DATE SIGNED

11 May

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

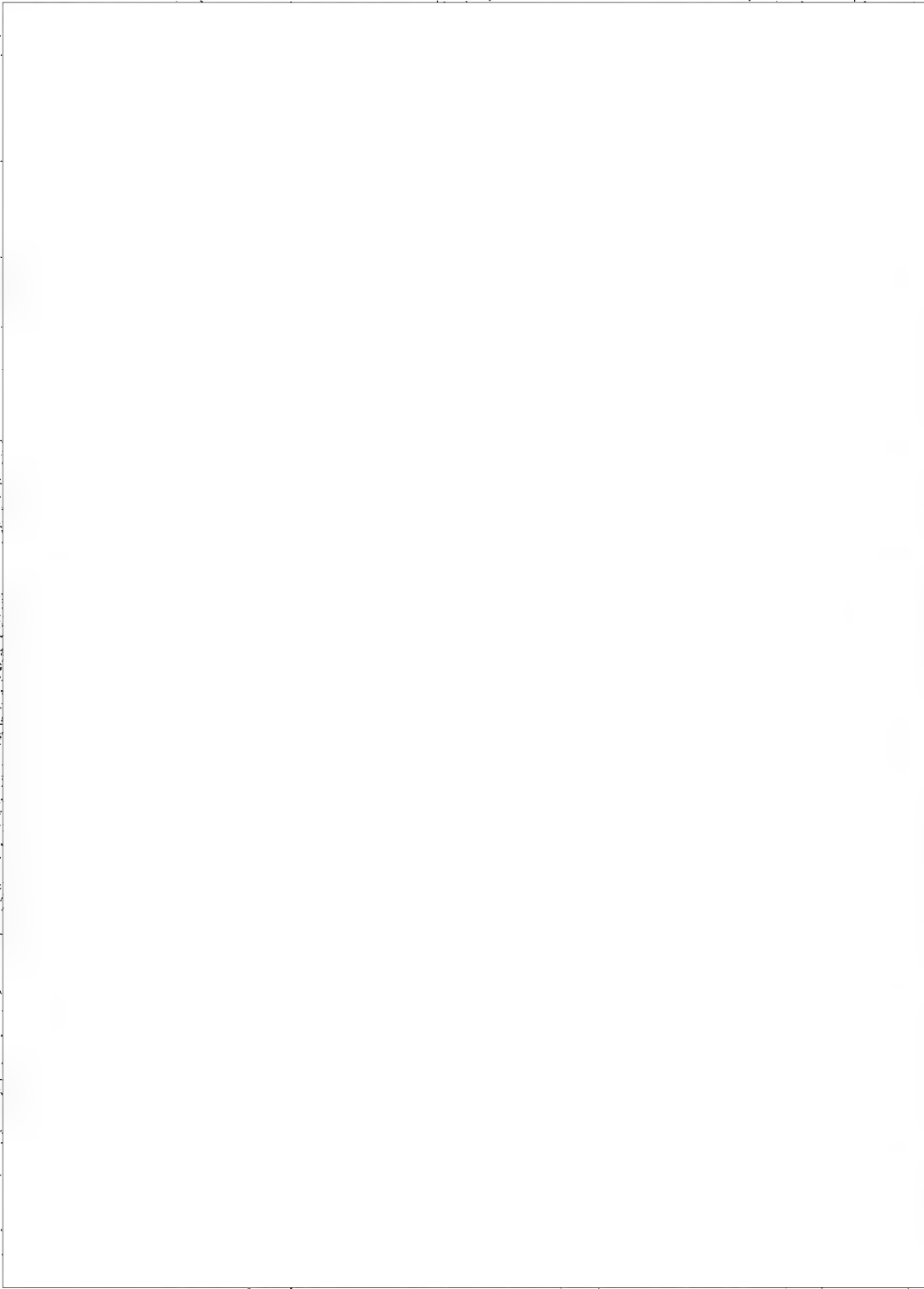
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRAL CODE	24. HOOVER CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LST
22	10	51200 WH	15005		3	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.
28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEC.		
MO. DA. YR.	1-100	1-100	1-100	1-100				
35. VET. PREFERENCE	36. SEPT. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE EXT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE	CODE	CODE	CODE					
45. POSITION CONTROL CERTIFICATION				46. OF APPROVAL	DATE APPROVED			
05-16-67					5/16/67			

1152 USE PREVIOUS EDITION

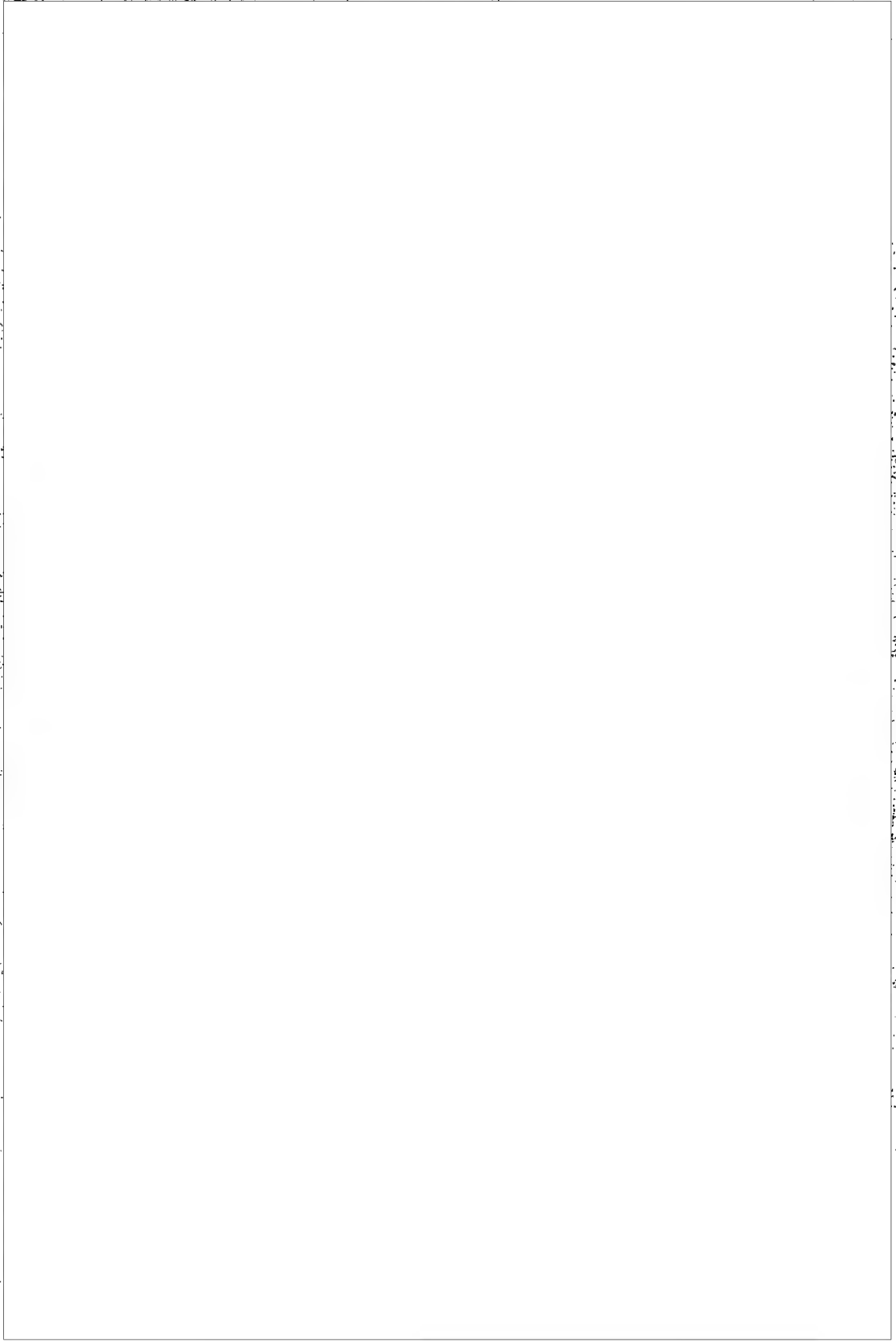
SECRET

 GPO : 1967 O-311  
 (INCLUDE THIS PAGE IN ALL COPIES OF THIS FORM)  
 (GPO : 1967 O-311)





**SECRET**



D NO

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION					DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				
026090		KORHAN, THOMAS J.				
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE RECALLED		5. CATEGORY OF EMPLOYMENT	
			MONTH DAY YEAR MAY 03 67		REGULAR	
6. FUNDS			7. FINANCIAL ANALYSIS NO CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
<input type="checkbox"/> V TO V <input type="checkbox"/> V TO O <input checked="" type="checkbox"/> O TO V <input type="checkbox"/> O TO O			7135 0834			
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION			
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION			BOGOTA, COLOMBIA			
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
OFFICER			0327		D	
14. CLASSIFICATION SYMBOL (GS, LP, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
CS			0136.01		12 3	
					\$ 11,685	
18. REMARKS						
<p><u>All</u> SICK AND <u>All</u> HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE</p> <p>MARITAL STATUS: MARRIED</p> <p>DAU DOB [REDACTED] DAU DOB [REDACTED]</p> <p>DAU DOB [REDACTED] DAU DOB [REDACTED]</p> <p>SON DOB [REDACTED]</p>						
19. SIGNATURE		DATE SIGNED		108. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED
[REDACTED]		X 1013		[REDACTED]		
FORM 100-100 FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE	22. STATUS CODE	23. INTEREST CODE	24. HOUSES CODE	25. DATE OF BIRTH
55	10	51700 WH	15005		3	
26. DATE OF BIRTH	27. DATE OF GAIN	28. DATE OF ID	29. SPECIAL EMPLOYEE	30. SEPARATION DATA CODE	31. CANCELLATION DATA	32. SECURITY
33. VET PREFERENCE	34. M.D. COMP DATE	35. LONG COMP DATE	36. CAREER CATEGORY	37. HEALTH INSURANCE	38. SOCIAL SECURITY NO.	
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE	40. (CODE) (A)	41. (CODE) (A)	42. (CODE) (A)	43. (CODE) (A)	44. (CODE) (A)	45. (CODE) (A)
46. POSITION CONTROL CERTIFICATION			47. OFF APPROVAL		DATE APPROVED	
CS-1109N			[Signature]		25/10/67	

SECRET

SECRET

SECRET

1. NAME (Last, First, Middle) <b>Keenan, Thomas John</b>		2. DATE OF BIRTH <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		3. GRADE <b>GS-12</b>	
4. OFFICE, DIVISION, BRANCH (or overseas station and reporting cover if lateral assignment) <b>DDP/WH/CA</b>		5. PRESENT POSITION <b>Ops Officer</b>		6. EMPLOYEE EXTENSION <b>6815</b>	
7. PROPOSED STATION <b>Bogota, Colombia</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Officer/0327/GS-13</b>			
9. TYPE OF COVER AT NEW STATION <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		10. ESTIMATED DATE OF DEPARTURE <b>May 1967</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b>	
12. COMMENTS <b>Form 89 is attached.</b>					
13. DATE OF REQUEST <b>13 February 67</b>		14. SIGNATURE OF REQUESTING OFFICIAL <i>Kenneth L. Wambold</i> <b>Kenneth L. Wambold</b>		15. ROOM NUMBER AND BUILDING <b>3 D 5309</b>	
16. OFFICE OF MEDICAL SERVICES DISPOSITION					
17. OFFICE OF SECURITY DISPOSITION					
18. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
REQUEST FOR PCS OVERSEAS EVALUATION					

SECRET

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 APRIL 67

1. SERIAL NUMBER

2. NAME (Last-First-Middle)

026090

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT AND TRANSFER TO  
CONFIDENTIAL FUNDS

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR  
05 07 67

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

XX

V TO C

C TO C

7. FINANCIAL ANALYSIS

NO. CHASOFFILE

7135-0834

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS

DDP/WH  
FOREIGN FIELD  
BRANCH 3  
BOGOTA, COLOMBIA STATION

10. LOCATION OF OFFICIAL STATION

BOGOTA, COLOMBIA

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0327

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEME (GS, ZB, etc.)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

12 3

17. SALARY OR RATE

\$ 11,685

18. REMARKS

FROM: DDP/WH/PLANS & OPERATIONS STAFF/SECTION A/WASH.D.C./OPS OFFICER/  
0641/7235-0620

1. Finance

10A. SIGNATURE OF REQUESTING OFFICIAL

Robert D. Cashman C/WH/Pers

DATE SIGNED

25 April 67

10B. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL

DATE SIGNED

25 April 67

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES NUMERIC ALPHABETIC	22. STATION CODE	23. INTEREST CODE	24. NOTES CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF DEATH
20	10	5163 614	15005					
28. AIE EXPENSE	29. SPECIAL EXPENSE	30. RETIREMENT DATA	31. APPROPRIATION DATA	32. CANCELLATION DATA	33. EOD DATA	34. SECURITY	35. SEX	
36. VET PREFERENCE	37. LEAVE COMP DATA	38. LONG LEAVE DATA	39. FARE CATEGORY	40. HEALTH INSURANCE	41. SOCIAL SECURITY NO.			
42. PERSON'S CIVILIAN GOVERNMENT SERVICE	43. LEAVE CAT. CODE	44. FEDERAL EMPLOY DATA	45. HEALTH INSURANCE	46. SOCIAL SECURITY NO.				
47. POSITION CONTROL CERTIFICATION	48. OF APPROVAL	49. DATE APPROVED						

SECRET

YES ONLY  
SECRET

1-2 MAY 1967  
154

1 March 1967

MEMORANDUM FOR: Secretary, CSGS Panel, Section A

SUBJECT : Recommendation for Promotion:  
Thomas J. Keenan

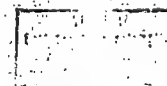
1. The promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works effectively. His field experience consists of two tours of duty in Mexico where he began as a junior case officer and developed rapidly to the point where he was handling an extremely heavy load of important and complex cases.

The experience he gained was broad in nature. Also involved was the supervision of up to [redacted] people, including other officers [redacted] and agents. Mr. Keenan himself responds extremely well to enlightened supervision and is quick to profit from the guidance of his supervisors.

2. For the past two years Mr. Keenan has worked on the FI Staff of the WH Division providing supervision and guidance for FI/CI activities of the Division. He has been most effective in this role which requires dealing on a day-to-day basis with officers, many of whom are senior to him.

3. He participated as the Number 2 man on a Headquarters Task Force supporting the President's visit to Mexico last year. His work was highly effective. Mr. Keenan demonstrated a thorough knowledge of Headquarters' procedures and an ability to get things done. Mr. Keenan will shortly be assigned as

YES ONLY  
SECRET



- 2 -

Operations Officer to Bogota, Colombia where there are targets of an increasingly serious nature requiring highly professional operational approaches.

4. Based on his experience and proven ability demonstrated by sound accomplishments as a case officer and as a Headquarters staff assistant, Mr. Keenan is regarded as having superior potential. It is recommended that he be promoted to GS-13.

*William V. Broe*

William V. Broe

Chief

Western Hemisphere Division

SECRET

G 27

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 24 August 1966	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) KEENAN, THOMAS J.									
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 11 66		5. CATEGORY OF EMPLOYMENT REGULAR			
6. PLANS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input type="checkbox"/> V TO O <input type="checkbox"/> O TO O		7. COST CENTER NO. CHARGE 7235-0620		8. LEGAL AUTHORITY (Cite law or Executive Order) PL 88-645 Sect. 203							
9. ORGANIZATIONAL DESIGNATION DIF/WB						10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.					
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE / 53. L8. 20. J				15. OCCUPATIONAL SERIES		16. GRADE AND STEP 12		17. SALARY OR RATE			
18. REMARKS YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-50. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.											
18A. SIGNATURE OF REQUESTING OFFICER				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTERCAGE CODE	24. MONTH CODE	25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF L8 MO. DA. YR.
28. SITE EXPENSE MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CL 2-PHS 3-NOSS		31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA P/F		33. SECURITY REQ. NO.		34. SEX		
35. VET PREFERENCE CODES 1-NO 2-10% 3-15% 4-20%	36. SERV. COMP. DATE MO. DA. YR.	37. 100% COMP. DATE MO. DA. YR.	38. CAREER CATEGORY L8. ODD POL. EMP	39. CODE	40. HEALTH INSURANCE CODES 1-NO 2-YES		41. SOCIAL SECURITY NO.				
42. PREVIOUS GOVERNMENT SERVICE DATA CODES 1-NO PREVIOUS SERVICE 2-NO COLLEGE IN SERVICE 3-DEAN OF SERVICE (LESS THAN 3 YEARS) 4-DEAN OF SERVICE (MORE THAN 3 YEARS)				43. LEAVE L8 CODE	44. FURNAL 157 DATA CODES 1-NO 2-YES		45. STATE TAX DATA CODES 1-NO 2-YES				
46. POSITION CONTROL CERTIFICATION 05-16-66N				47. OFF. APPROVAL See memo signed by D/Pora dated 22 Aug				48. DATE APPROVED			

FORM 1152  
2-66-1152-48  
USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

TO : Thomas Keenan

SUBJECT: TDY in the Dominican Republic

Most of you who went down to the Dominican Republic departed with so much speed and so little ceremony that there was no time to explain the importance and urgency of your assignments. Now that you have served there during the crisis, the importance of the task needs no embellishment from us, but you should know that the contribution of the augmented Station was decisive in shaping the policies and actions [redacted] and in avoiding several major mistakes. For weeks after the April revolution, our Station reporting was literally the only source of information that the United States had on the role of Communism among the rebel forces and on conditions outside the capital.

Many fine things were done in the Station and in the hinterland by all of you.

[redacted]  
[redacted] tolling over midnight reports, [redacted]  
[redacted] -- all these things were commonplace. The dedication, discipline, and routine of our personnel placed them in a class apart.

To the sense of pride and accomplishment you must already feel, I want to add the gratitude and admiration of the DDP and of the Agency.



Richard Helms  
Deputy Director of Central Intelligence

S-E-C-R-E-T

SECRET

(U.S. Gov. (d) (1))

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
2. NAME (Last, First, Middle)				3. DATE PREPARED	
026090 KEENAN, THOMAS J.				3 DECEMBER 1964	
1. TYPE OF PERSONNEL ACTION CONVERSION FROM <input type="checkbox"/> STATUS <input type="checkbox"/> COH			4. EFFECTIVE DATE REQUESTED Month Day Year 10 10 64		5. CARRY-ON OF EMPLOYMENT REGULAR
6. FORMS TO V O TO V X O TO O			7. COMPTON CENTER NO. CHARGE 5135-C990		8. AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATION DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION			10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0489		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SYMBOL (GS, LA, etc.) GS		15. OCCUPATIONAL SYMBOL 0136.01	16. GRADE AND STEP 12. 1		17. BASIC PAY \$10,250
18. REMARKS CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964. New Mexico, Mexico					
19. SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN C/M/PERS			DATE SIGNED 12/16/64		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]
DATE SIGNED [Signature]					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. ACTION CODE 36	22. DISPLAY CODE 36	23. OFFICE CODES FAM/DC ALPHABETIC 5135-C990	24. STATION CODE 1200	25. CITIZEN CODE 3	26. MONTHS 3
27. DATE OF BIRTH 10/10/64	28. DATE OF GRADE 10/10/64	29. DATE OF LEAVE 10/10/64	30. SECURITY NO	31. SEX M	32. RACE W
33. SPECIAL REFERENCE 1-01 2-01 3-01	34. RETURN DATA CODE	35. SEPARATION DATA CODE 7700	36. CORRECTION/CANCELLATION DATA CODE	37. FOD DATA FOD DATA	38. SOCIAL SECURITY NO.
39. GET REFERENCE CODE	40. SERV. COMP. DATA CODE	41. LEAVE DATA CODE	42. LEAVE DATA CODE	43. FEDERAL TAX DATA CODE	44. FEDERAL TAX DATA CODE
45. PERSONNEL SERVICE DATA CODE	46. LEAVE DATA CODE	47. FEDERAL TAX DATA CODE	48. FEDERAL TAX DATA CODE	49. FEDERAL TAX DATA CODE	50. FEDERAL TAX DATA CODE
45. POSITION CONTROL CERTIFICATION [Signature]			46. OFFICE APPROVAL [Signature]		DATE APPROVED 12/16/64

REMOVED BY  
CSPD  
CIC

SECRET

FORM 1  
150000 1970 10-201-4 0000000000  
GPO 10-201-4 0000000000

SECRET

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

28 OCTOBER 1964

1. SERIAL NUMBER

2. NAME (Last-First-Middle)

026090

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT AND TRANSFER TO  
VOUCHERED FUNDS

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR  
11 22 64

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO C

C TO V

C TO C

7. COST CENTER NO. CHARGE

ABLE

5235-0620

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATION

DDP WH  
PLANS & OPERATIONS STAFF  
SECTION A

10. LOCATION OF OFFICIAL STATION

WASH., D. C.

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0641

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LA, etc.)

GS

(22)

15. OCCUPATIONAL SERIES

0156-01

16. GRADE AND STEP

12 1

17. SALARY OR RATE

\$ 10,250

18. REMARKS

FROM: DDP/WH/3/0489/MEXICO CITY *Aug 470*Security Approval Granted by Pers. SD/OS *10/30/64*  
*11/11/64*

I-SECURITY

Recorded By:  
CSPD  
*SMP*

19A. SIGNATURE OF REQUESTING OFFICIAL

DATE SIGNED

D. CASHMAN, C/WH/PERS

11/4/64

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

A. Bushy

11-6-64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. RIGHTS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LER
16	10	51075 WPI	2013		1			
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.	34. SER	EOD DATA	
MO. DA. YR.	1-CM 2-FICA 3-None	CODE	TYPE	MO. DA. YR.				
35. PFT PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEHLT/HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE	MO. DA. YR.	MO. DA. YR.	CAR/RES PROG/TEMP	CODE	CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
1-NO PREVIOUS SERVICE 2-NO PREVIOUS SERVICE 3-REAS. OF SERVICE (LESS THAN 3 YEARS) 4-REAS. OF SERVICE (MORE THAN 3 YEARS)			CODE	MO. TAX EXEMPTIONS	FORM EXECUTED	CODE	MO. TAX STATE CODE	
			1-111 2-12		1-111 2-12			
45. POSITION CONTROL CERTIFICATION				46. OF APPROVAL		DATE APPROVED		
<i>11/9/64</i>				<i>A. Bushy</i>		<i>11-6-64</i>		

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

SECRET

(U.S. No. 1 dated 1-1-64)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. B-SAL NUMBER		2. NAME (Last-First-Middle)						3. CATEGORY OF EMPLOYMENT		8. OCTOBER 1964	
026090		KEENAN, THOMAS J.						REGULAR			
4. NATURE OF PERSONNEL ACTION						5. EFFECTIVE DATE REQUESTED		6. LEGAL AUTHORITY (Completed by Office of Personnel)			
PROMOTION						MONTH DAY YEAR 10 25 64					
7. PAGES		V TO V		V TO O		7. COST CENTER NO CHARGE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
		O TO V		O TO O		5135-0990					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION						MEXICO CITY, MEXICO					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
GPS OFFICER						0489		D			
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		12 1		\$10,250			
18. REMARKS											
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             Recorded By CSPD <i>gmb</i> </div>											
19A. SIGNATURE OF REQUESTING OFFICIAL						DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			
<i>Robert D. Cashman</i>						10/26/64		<i>L. J. Corbett</i>			
ROBERT D. CASHMAN C/WH/PRS								22 Oct 64			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRITY CODE		24. ROUTES CODE	
22		10		5176A WH		V5075		3			
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LDI		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LDI	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LDI		34. DATE OF BIRTH		35. DATE OF GRADE		36. DATE OF LDI	
37. DATE OF BIRTH		38. DATE OF GRADE		39. DATE OF LDI		40. DATE OF BIRTH		41. DATE OF GRADE		42. DATE OF LDI	
43. DATE OF BIRTH		44. DATE OF GRADE		45. DATE OF LDI		46. DATE OF BIRTH		47. DATE OF GRADE		48. DATE OF LDI	
49. DATE OF BIRTH		50. DATE OF GRADE		51. DATE OF LDI		52. DATE OF BIRTH		53. DATE OF GRADE		54. DATE OF LDI	
55. DATE OF BIRTH		56. DATE OF GRADE		57. DATE OF LDI		58. DATE OF BIRTH		59. DATE OF GRADE		60. DATE OF LDI	
61. DATE OF BIRTH		62. DATE OF GRADE		63. DATE OF LDI		64. DATE OF BIRTH		65. DATE OF GRADE		66. DATE OF LDI	
67. DATE OF BIRTH		68. DATE OF GRADE		69. DATE OF LDI		70. DATE OF BIRTH		71. DATE OF GRADE		72. DATE OF LDI	
73. DATE OF BIRTH		74. DATE OF GRADE		75. DATE OF LDI		76. DATE OF BIRTH		77. DATE OF GRADE		78. DATE OF LDI	
79. DATE OF BIRTH		80. DATE OF GRADE		81. DATE OF LDI		82. DATE OF BIRTH		83. DATE OF GRADE		84. DATE OF LDI	
85. DATE OF BIRTH		86. DATE OF GRADE		87. DATE OF LDI		88. DATE OF BIRTH		89. DATE OF GRADE		90. DATE OF LDI	
91. DATE OF BIRTH		92. DATE OF GRADE		93. DATE OF LDI		94. DATE OF BIRTH		95. DATE OF GRADE		96. DATE OF LDI	
97. DATE OF BIRTH		98. DATE OF GRADE		99. DATE OF LDI		100. DATE OF BIRTH		101. DATE OF GRADE		102. DATE OF LDI	
103. DATE OF BIRTH		104. DATE OF GRADE		105. DATE OF LDI		106. DATE OF BIRTH		107. DATE OF GRADE		108. DATE OF LDI	
109. DATE OF BIRTH		110. DATE OF GRADE		111. DATE OF LDI		112. DATE OF BIRTH		113. DATE OF GRADE		114. DATE OF LDI	
115. DATE OF BIRTH		116. DATE OF GRADE		117. DATE OF LDI		118. DATE OF BIRTH		119. DATE OF GRADE		120. DATE OF LDI	
121. DATE OF BIRTH		122. DATE OF GRADE		123. DATE OF LDI		124. DATE OF BIRTH		125. DATE OF GRADE		126. DATE OF LDI	
127. DATE OF BIRTH		128. DATE OF GRADE		129. DATE OF LDI		130. DATE OF BIRTH		131. DATE OF GRADE		132. DATE OF LDI	
133. DATE OF BIRTH		134. DATE OF GRADE		135. DATE OF LDI		136. DATE OF BIRTH		137. DATE OF GRADE		138. DATE OF LDI	
139. DATE OF BIRTH		140. DATE OF GRADE		141. DATE OF LDI		142. DATE OF BIRTH		143. DATE OF GRADE		144. DATE OF LDI	
145. DATE OF BIRTH		146. DATE OF GRADE		147. DATE OF LDI		148. DATE OF BIRTH		149. DATE OF GRADE		150. DATE OF LDI	
151. DATE OF BIRTH		152. DATE OF GRADE		153. DATE OF LDI		154. DATE OF BIRTH		155. DATE OF GRADE		156. DATE OF LDI	
157. DATE OF BIRTH		158. DATE OF GRADE		159. DATE OF LDI		160. DATE OF BIRTH		161. DATE OF GRADE		162. DATE OF LDI	
163. DATE OF BIRTH		164. DATE OF GRADE		165. DATE OF LDI		166. DATE OF BIRTH		167. DATE OF GRADE		168. DATE OF LDI	
169. DATE OF BIRTH		170. DATE OF GRADE		171. DATE OF LDI		172. DATE OF BIRTH		173. DATE OF GRADE		174. DATE OF LDI	
175. DATE OF BIRTH		176. DATE OF GRADE		177. DATE OF LDI		178. DATE OF BIRTH		179. DATE OF GRADE		180. DATE OF LDI	
181. DATE OF BIRTH		182. DATE OF GRADE		183. DATE OF LDI		184. DATE OF BIRTH		185. DATE OF GRADE		186. DATE OF LDI	
187. DATE OF BIRTH		188. DATE OF GRADE		189. DATE OF LDI		190. DATE OF BIRTH		191. DATE OF GRADE		192. DATE OF LDI	
193. DATE OF BIRTH		194. DATE OF GRADE		195. DATE OF LDI		196. DATE OF BIRTH		197. DATE OF GRADE		198. DATE OF LDI	
199. DATE OF BIRTH		200. DATE OF GRADE		201. DATE OF LDI		202. DATE OF BIRTH		203. DATE OF GRADE		204. DATE OF LDI	
205. DATE OF BIRTH		206. DATE OF GRADE		207. DATE OF LDI		208. DATE OF BIRTH		209. DATE OF GRADE		210. DATE OF LDI	
211. DATE OF BIRTH		212. DATE OF GRADE		213. DATE OF LDI		214. DATE OF BIRTH		215. DATE OF GRADE		216. DATE OF LDI	
217. DATE OF BIRTH		218. DATE OF GRADE		219. DATE OF LDI		220. DATE OF BIRTH		221. DATE OF GRADE		222. DATE OF LDI	
223. DATE OF BIRTH		224. DATE OF GRADE		225. DATE OF LDI		226. DATE OF BIRTH		227. DATE OF GRADE		228. DATE OF LDI	
229. DATE OF BIRTH		230. DATE OF GRADE		231. DATE OF LDI		232. DATE OF BIRTH		233. DATE OF GRADE		234. DATE OF LDI	
235. DATE OF BIRTH		236. DATE OF GRADE		237. DATE OF LDI		238. DATE OF BIRTH		239. DATE OF GRADE		240. DATE OF LDI	
241. DATE OF BIRTH		242. DATE OF GRADE		243. DATE OF LDI		244. DATE OF BIRTH		245. DATE OF GRADE		246. DATE OF LDI	
247. DATE OF BIRTH		248. DATE OF GRADE		249. DATE OF LDI		250. DATE OF BIRTH		251. DATE OF GRADE		252. DATE OF LDI	
253. DATE OF BIRTH		254. DATE OF GRADE		255. DATE OF LDI		256. DATE OF BIRTH		257. DATE OF GRADE		258. DATE OF LDI	
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277. DATE OF BIRTH		278. DATE OF GRADE		279. DATE OF LDI		280. DATE OF BIRTH		281. DATE OF GRADE		282. DATE OF LDI	
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343. DATE OF BIRTH		344. DATE OF GRADE		345. DATE OF LDI		346. DATE OF BIRTH		347. DATE OF GRADE		348. DATE OF LDI	
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355. DATE OF BIRTH		356. DATE OF GRADE		357. DATE OF LDI		358. DATE OF BIRTH		359. DATE OF GRADE		360. DATE OF LDI	
361. DATE OF BIRTH		362. DATE OF GRADE		363. DATE OF LDI		364. DATE OF BIRTH		365. DATE OF GRADE		366. DATE OF LDI	
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373. DATE OF BIRTH		374. DATE OF GRADE		375. DATE OF LDI		376. DATE OF BIRTH		377. DATE OF GRADE		378. DATE OF LDI	
379. DATE OF BIRTH		380. DATE OF GRADE		381. DATE OF LDI		382. DATE OF BIRTH		383. DATE OF GRADE		384. DATE OF LDI	
385. DATE OF BIRTH		386. DATE OF GRADE		387. DATE OF LDI		388. DATE OF BIRTH		389. DATE OF GRADE		390. DATE OF LDI	
391. DATE OF BIRTH		392. DATE OF GRADE		393. DATE OF LDI		394. DATE OF BIRTH		395. DATE OF GRADE		396. DATE OF LDI	
397. DATE OF BIRTH		398. DATE OF GRADE		399. DATE OF LDI		400. DATE OF BIRTH		401. DATE OF GRADE		402. DATE OF LDI	
403. DATE OF BIRTH		404. DATE OF GRADE		405. DATE OF LDI		406. DATE OF BIRTH		407. DATE OF GRADE		408. DATE OF LDI	
409. DATE OF BIRTH		410. DATE OF GRADE		411. DATE OF LDI		412. DATE OF BIRTH		413. DATE OF GRADE		414. DATE OF LDI	
415. DATE OF BIRTH		416. DATE OF GRADE		417. DATE OF LDI		418. DATE OF BIRTH		419. DATE OF GRADE		420. DATE OF LDI	
421. DATE OF BIRTH		422. DATE OF GRADE		423. DATE OF LDI		424. DATE OF BIRTH		425. DATE OF GRADE		426. DATE OF LDI	
427. DATE OF BIRTH		428. DATE OF GRADE		429. DATE OF LDI		430. DATE OF BIRTH		431. DATE OF GRADE		432. DATE OF LDI	

SECRET

(U.S. Gov. Print. 16)

## REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 SEPTEMBER 1964

1. SERIAL NUMBER: 026090  
 2. NAME (Last - First - Middle): KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

CONVERSION FROM PSS STATUS

COB

4. EFFECTIVE DATE REQUESTED

MONTH: 10, DAY: 12, YEAR: 64

5. CATEGORY OF EMPLOYMENT

REGULAR

6. PAY GRADE

V TO V

V TO O

O TO V

O TO O

7. COST CENTER NO. CHARGE AND

5135-0990

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATION

47  
 6  
 DIP WH  
 BRANCH 3  
 MEXICO CITY, MEXICO STATION

10. LOCATION OF OFFICIAL STATION

MEXICO CITY, MEXICO

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0489

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (G.S., F.S., etc.)

GS

0136.01

16. GRADE AND STEP

11 3

17. SALARY OR RATE

\$9,240

18. REMARKS

FROM:

Mr. Keenan has submitted his resignation to the [redacted]  
 to be effective at close of business 12 October 1964

Recorded By  
 CSPD  
 JMB

19A. SIGNATURE OF REQUESTING OFFICIAL: [Signature]  
 19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [Signature]  
 DATE SIGNED: 25 Sept 64  
 DATE SIGNED: 28 Sept 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. SEASON CODE	23. INTEREST CODE	24. ROOTS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LST
56	16	51700	45075		3			
28. DATE EXPIRES	29. SPECIAL DEFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA			
33. SEX PREFERENCE	34. SERV. COMP. DATE	35. LONG. COMP. DATE	36. CAREER CATEGORY	37. FEET/HEALTH INSURANCE	38. SOCIAL SECURITY NO.			
39. PREVIOUS EMPLOYMENT SERVICE DATA			40. LEAVE CAUSE	41. FEDERAL TAX DATA		42. STATE TAX DATA		
0-NO PREVIOUS SERVICE 1-NO EXCEL. IN SERVICE 2-EXCEL. IN SERVICE (LESS THAN 3 YEARS) 3-EXCEL. IN SERVICE (MORE THAN 3 YEARS)				43. FORMS EXECUTED 1-YES 2-NO		44. STATE TAX DATA 1-YES 2-NO		

45. POSITION CONTROL CERTIFICATION

46. OFF. APPROVAL

DATE APPROVED

FORM 6-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

30 JUL 1964

MEMORANDUM FOR: Secretary, CSCS Panel (Section B)

SUBJECT : Recommendation for Promotion to Grade GS-12  
Mr. Thomas J. Keenan

1. It is recommended that Thomas J. Keenan be promoted to GS-12.

2. Mr. Keenan is thirty-four years old and has been with the Agency since 1957. While in grade as GS-11 only for the past year or so, he has been performing at a level even higher than the proposed GS-12 for more than three years, supervising the activities of up to [redacted] agents including a GS-13 contract agent.

3. The following quotation from the latest annual fitness report represents the best justification for this request:

"Subject's duties and responsibilities involve management and supervision of some of this Station's most successful and most sensitive operations. The fact that Subject has responsibilities comparable to any officer up to four grades higher than his speaks for the trust COS has in him and for his continued exceptionally proficient performance."

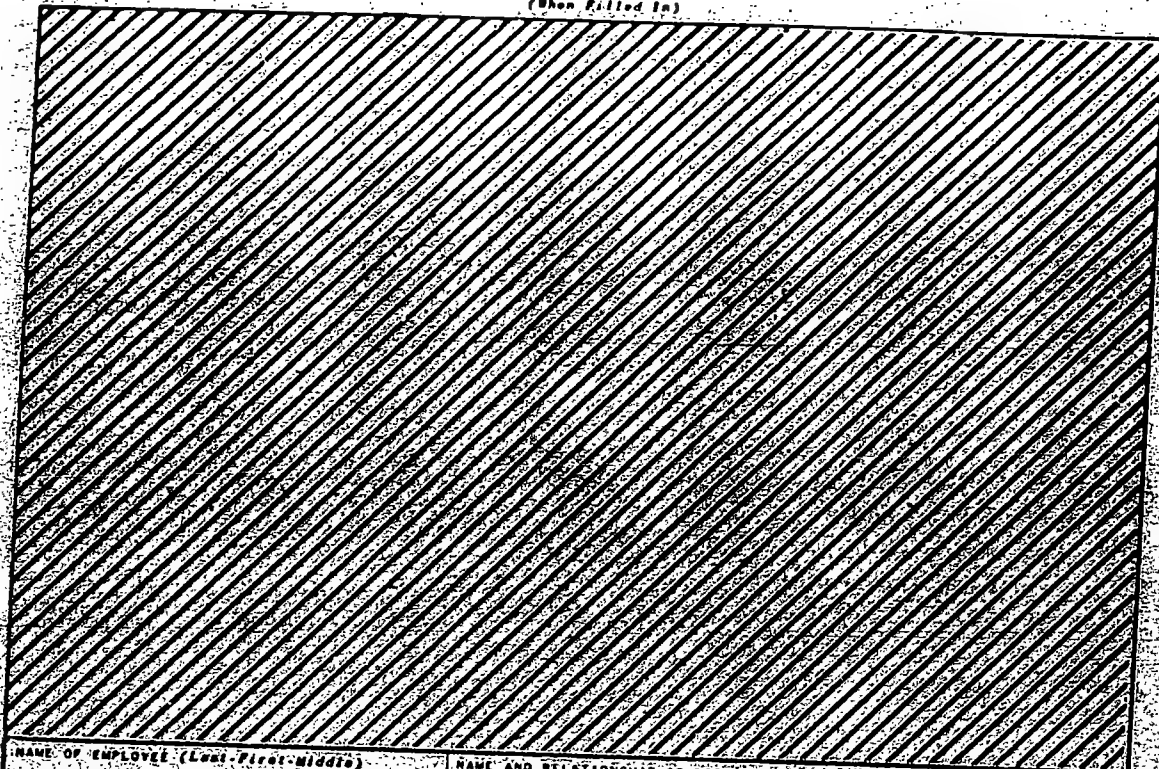
*R. W. Herbert*

Desmond FitzGerald  
Chief

Western Hemisphere Division

*Approved*  
1964

SECRET  
(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle)

Keenan, Thomas John

NAME AND RELATIONSHIP OF DEPENDENT

Daughter

CLAIM NUMBER

65-067

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent\*) for an illness, injury, or death incurred on  Signature birth

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE  
14 JUL 1964

SIGNATURE OF OSD REPRESENTATIVE

B. De Felice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-55 1076 USE PREVIOUS EDITION.

SECRET

(4-21-58)

# DISPATCH

CLASSIFICATION  
SECRET

PROCESSING ACTION

TO Chief, WI Division

MARKED FOR INDEXING

INFO.

NO INDEXING REQUIRED

FROM Chief of Station, Mexico City

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

SUBJECT Dependent Daughter -

MICROFILM

ACTION REQUIRED - REFERENCES

*Thomas J. Kuran*

This is to announce the premature birth of [redacted]  
Mother and daughter are doing well.

*Willard C. Curtis*  
WILLARD C. CURTIS

Distribution:  
3 - WID

CROSS REFERENCE TO

SECRET  
EXCLUDED FROM AUTOMATIC  
DECLASSIFICATION

DISPATCH SYMBOL AND NUMBER

WIT-4581

DATE

19 May 1964

CLASSIFICATION

SECRET

MO'S FILE NUMBER

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						3. DATE PREPARED			
026090		KEENAN, Thomas J.						8 APRIL 1963			
4. NATURE OF PERSONNEL ACTION					5. EFFECTIVE DATE REQUESTED			6. CATEGORY OF EMPLOYMENT			
PROMOTION					4/14/63			REGULAR			
7. FUNDS		8. V TO V		9. V TO CF		10. COST CENTER NO. CHARGEABLE		11. LEGAL AUTHORITY (Completed by Office of Personnel)			
CF TO V		X		CF TO CF		3135 5700 1000					
12. ORGANIZATIONAL DESIGNATIONS					13. LOCATION OF OFFICIAL STATION						
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO						
14. POSITION TITLE					15. POSITION NUMBER			16. CAREER SERVICE DESIGNATION			
OPS OFFICER					480			D			
17. CLASSIFICATION SCHEDULE (GS, GS, etc.)			18. OCCUPATIONAL SERIES		19. GRADE AND STEP		20. SALARY OR PAY RATE				
GS			0136.01		11 8 2		6,045 8,310 ✓				
21. REMARKS											22. FROM: SAME
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">             Recorded by CSPD <i>SM</i> </div>											
23. APPROVING OFFICIAL				24. DATE SIGNED		25. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				26. DATE SIGNED	
ROBERT D. GASTMAN C/WH/PER				4/8/63		Paul R. Wilson				9 Apr 63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
27. EMPLOY CODE		28. OFFICE CODE		29. STATION CODE		30. INTEREST CODE		31. DATE OF BIRTH		32. DATE OF DEATH	
22 10		44700 WH		45015		3					
33. SPECIAL REFERENCE		34. RETIREMENT DATA		35. SEPARATION DATA		36. CORRECTION DATA		37. SECURITY REQ. NO.		38. SOCIAL SECURITY NO.	
1								EOD DATA			
39. RESIDENCE		40. SERV. COMP. CAT.		41. SERV. COMP. DATE		42. CAREER CATEGORY		43. REG. 7-RECORDS RANGE		44. SOCIAL SECURITY NO.	
45. PREVIOUS SERVICE DATA				46. LEAVE CAT. CODE		47. FEDERAL TAX DATA		48. STATE TAX DATA		49. SOCIAL SECURITY DATA	
1 - NO PREVIOUS SERVICE 2 - PREVIOUS SERVICE (LESS THAN 5 YRS) 3 - PREVIOUS SERVICE (MORE THAN 5 YRS)						1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO	
50. POSITION CONTROL CERTIFICATION						51. O.P. APPROVAL			52. DATE APPROVED		
T. Keeney 4/14/63						Paul R. Wilson					

FORM 1152 (1-62) PREVIOUS EDITIONS ARE OBSOLETE

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

141

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SECRET  
NO FORN DISSEM

431

SECRET

29 December 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion to Grade GS-10  
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as operations officer on the Nicaraguan and Costa Rican desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.
2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.
3. The above recommendation has been submitted previously under the dates of 12 August 1959, 3 January 1960 and 30 June 1960. An efficiency report from the Mexico City Station dated 12 December 1960 states that Mr. Keenan is an unusually effective case officer and is making an outstanding contribution to CIA operations in that area. This report further indicates that Keenan has been assigned duties which would normally be performed by a much senior officer and has carried them out in a most commendable manner.
4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to Grade GS-10.

R. W. King  
J. C. KING  
Chief  
Western Hemisphere Division

SECRET

SECRET

## APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

To the Chief, KUBARK

Sir:

I submit herewith my application for membership in the Career Staff defined below:

"The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Organization, and who intend to make a career with the Organization."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Organization, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Organization. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Organization and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Organization.

MEMBERSHIP IN THE CAREER STAFF

APPROVED, TO TAKE EFFECT 20 May 1960

FOR THE CHIEF, KUBARK,  
EXECUTIVE DIRECTOR  
KUBARK SELECTION BOARD

*Daniel C. Krupp*

Thomas J. Keenan SD: D 5-46

(Signature)

Eligibility Date: 20 May 1960

(Date)

SECRET

*John L. Hickey*

Form No. 107  
Issued 10-1-59  
Revised 10-1-59  
GPO: 1959 O-500-000

DEPARTMENT OF STATE  
WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

55203

CLASS

☒ PS ☐ DTFL

1. NAME (Mr., Mrs., Miss, etc., include all names and initials)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Thomas J. Keenan			12-11-59

This is to notify you of the following action affecting your employment:

5. ACTION OF ACTION (See standard instructions)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AGENCY
Appointment - Regular	1/6/60	FL 724 79th St. awarded

8. PRESENT TITLE	9. PRESENT GRADE
Political Assistant	GS-10
10. PRESENT POSITION	11. PRESENT GRADE
Political Assistant	GS-10
12. PRESENT GRADE	13. PRESENT GRADE
GS-10	GS-10
14. PRESENT GRADE	15. PRESENT GRADE
GS-10	GS-10

16. POSITION CLASSIFICATION	17. POSITION CLASSIFICATION
1-1012-333	1-1012-333
18. POSITION CLASSIFICATION	19. POSITION CLASSIFICATION
1-1012-333	1-1012-333
20. POSITION CLASSIFICATION	21. POSITION CLASSIFICATION
1-1012-333	1-1012-333

This action is subject to all applicable laws, rules and regulations and may be subject to investigation and approval by the United States Civil Service Commission or the Department.

Marital Status - Married - Two.  
Appointed at [redacted] in accordance with I [redacted] IV 223. Previous Federal Government salary \$5135, GS-9, earned with Department of Army.

REMARKS

REMARKS

EMPLOYEE COPY

SECRET

30 June 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion to Grade GS -10  
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as Operations Officer on the Nicaragua and Costa Rica Desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.
2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.
3. The above recommendation has been submitted previously under the dates 12 August 1959 and 5 January 1960. The memorandum of 5 January 1960 added that since 12 August 1959 Mr. Keenan's performance continued to be of a high caliber. Although Subject's personnel file contains no evaluation yet of his work at the Mexico City Station, the Headquarters Section Chief, who visited the Station in April 1960 observed that Subject was doing excellent work.
4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

*for P. Loney*  
J. C. KIMO  
Chief  
Western Hemisphere Division

SECRET

SECRET

5 January 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion to Grade GS-10  
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to MR Division for a one year tour effective 6 January 1958 - 1 was changed to staff employee on 25 January 1959. He has recently been assigned as Operations Officer on the Nicaragua and Costa Rica Desk.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. The above recommendation was previously submitted under date of 12 August 1959. Since that date Mr. Keenan's performance has continued to be of a high caliber. He is now undergoing additional training for his assignment to the Mexico City Station in February 1960.

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

  
J. C. KING  
Chief

Western Hemisphere Division

SECRET

**SECRET**  
(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
UV to V		UV to UV						Mo	Da	Yr	
1. Serial No.	2. Name (Last-First-Middle) KROGAN, Thomas J.			3. Date Of Birth Mo Da Yr		4. Var. Prof. Name-0 Code 5. Pi-1 1 10. Pi-2		5. Sex M		6. CS - EOD Mo Da Yr	
7. SED Mo Da Yr		8. CSC Rating Yes-1 Code No-2		9. CSC Or Other Legal Authority		10. Appt. Affidavit Mo Da Yr		11. FEGLI Yes-1 Code No-2		12. LCD Mo Da Yr	
										13. <small>Not for Code</small> Yes-1 Code No-2	

**CURRENT ASSIGNMENT**

14. Organizational Designations DDP/HR Branch III Mexico City Mexico Station				Code		15. Location Of Official Station Mexico City, Mexico				Station Code	
16. Dept. Field Dept. Utiliz. Frag. X		17. Position Title Operations Officer		18. Position No. 475		19. Serv. G3		20. Occup. Series 0136.01			
21. Grade & Step 9-2		22. Salary Or Rate 6135		23. SD D		24. Date Of Grade Mo Da Yr 6/15/58		25. PSI Due Mo Da Yr 6/12/60		26. Appropriation Number 0135-5700-3000	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date Mo Da Yr 1/6/60		29. Type Of Employee		Code		30. Separation Date	
----------------------	--	------	--	-------------------------------------	--	----------------------	--	------	--	---------------------	--

**PROPOSED ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
33. Dept. Field Dept. Utiliz. Frag. X		34. Position Title		35. Position No.		36. Serv. FSS		37. Occup. Series			
38. Grade & Step 10-4		39. Salary Or Rate 5540		40. SD		41. Date Of Grade Mo Da Yr		42. PSI Due Mo Da Yr		43. Appropriation Number	

**SOURCE OF REQUEST**

A. Requested By (Name And Title) OPSER/CCD/OEL		C. Request Approved By (Signature And Title)		Date Approved	
B. For Additional Information Call (Name & Telephone Ext.) X010					

**CLEARANCES**

Clearance		Signature		Date	
A. Career Board					
B. Pos. Control					
C. Classification					
D. Personnel		Signature		Date	
E. Medical					
F. Appraised By					

Remarks: All sick and all annual leave to be transferred to Government of State.

Continued on reverse side.

FORM 1152a (JULY 1958 EDITION)

**SECRET**

REQUEST FOR PERSONNEL ACTION											
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vac. Freq.		5. Sex	
526090		KEENAN THOMAS J						None-0 Code		6. CS: EOD	
7. SCD		8. CSC Reim.		9. CSC Or Other Legal Authority		10. Appt. Aff'day		11. FEGLI		12. LCD	
Mo.	Da.	Yr.	Yes-1	Code		Mo.	Da.	Yr.	Yes-1	Code	
01	29	53	No-2	1	50 USCA 403 J				05	20	57
13. EOD		14. EOD		15. EOD		16. EOD		17. EOD		18. EOD	
Mo.		Da.		Yr.		Mo.		Da.		Yr.	

PREVIOUS ASSIGNMENT											
14. Organizational Designations						Code		15. Location Of Official Station			
CS/CS DEVELOPMENT COMPLEMENT						1688		WASH., D. C.			
DDP WH								Station Code			
16. Dept. Field						17. Position Title		18. Position No.		19. Serv.	
DDP WH						OPS OFF		090659		GS	
20. Occur. Series						21. Grade & Step		22. Salary Or Rate		23. SD	
0136.01						09-2		\$ 6135		D	
24. Date Of Grade						25. PSI Due		26. Appropriation Number			
Mo. Da. Yr.						Mo. Da. Yr.		0320 1998			
06 15 58						06 12 60					

ACTION											
27. Nature Of Action				Code		28. Eff. Date		29. Type Of Employee		Code	
REASSIGNMENT				67		12 27 59		REGULAR		30. Separation Data	

PRESENT ASSIGNMENT											
31. Organizational Designations						Code		32. Location Of Official Station			
DDP WH						1688		MEXICO CITY, MEXICO			
BRANCH III								Station Code			
MEXICO CITY, MEXICO STATION								45075			
33. Dept. Field						34. Position Title		35. Position No.		36. Serv.	
DDP WH						OPS OFFICER		689		GS	
37. Occur. Series						38. Grade & Step		39. Salary Or Rate		40. SD	
0136.01						09-2		\$ 6135		D	
41. Date Of Grade						42. PSI Due		43. Appropriation Number			
Mo. Da. Yr.						Mo. Da. Yr.		0135-5700-3000			
12 16 59						12 16 59					

SOURCE OF REQUEST											
A. Requested By (Signature And Title)						C. Request Approved By (Signature And Title)					
BOARDS HH/P-PERSONNEL OFFICER											
B. For Additional Information Call (Name & Telephone Ext.)											
John Washinko X8212											
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						B. Placement					
B. Post Control						C. Classification					
C. Classification						D. Approved By					
						12/16/59					
2 copies to Security Office.											
* original processing started in Personnel Control on 12/16/59											

FORM NO. 1 MAR-57

SECRET

SECRET

12 August 1959

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion - Thomas J. KEENAN

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee at CS-7. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. At present he is assigned as Operations Officer on the Nicaragua and Costa Rica Desk.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. On the basis of his qualifications and past performance, it is recommended that Keenan be promoted to grade GS-10.

*R. E. Gomez*  
Rudolph E. Gomez  
AC/MHD

SECRET

SECRET

(When Filled In)

X	V to V	V to UV	REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
	UV to V	UV to UV					Mo	Da	Yr	
1. Serial No.			2. Name (Last-First-Middle)			3. Date Of Birth		4. Yes, Pres.		5. Sex
			KEENE, THOMAS J.					None-0 Pr-1 Code		6. CS - EOD
7. SCD			8. CSC Rating			9. CSC Or Other Legal Authority		10. Appt. Affidavit		11. FEGLI
Mo	Da	Yr	Yes-1 Code	No-2		Mo	Da	Yr	Yes-1 Code	No-2
								12. LED		13. P. Code
								Mo		Da
								Yr		Code

## CURRENT ASSIGNMENT

14. Organizational Designation			Code		15. Location Of Official Station			Station Code	
DDP WH BRANCH III CENTRAL AMERICA SECTION					WASHINGTON, D. C.				
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series	
Dept.	Code	OPS OFF		70		08		0136.01	
Valid									
Prng	2								
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. P.S. Due	
9 2		\$6135		D		6/15/58		6/22/61	
								26. Appropriation Number	
								0235-1000-1000	

## ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT		T to Confidential		6/15/58		REGULAR		22			

## PROPOSED ASSIGNMENT

31. Organizational Designation			Code		32. Location Of Official Station			Station Code	
CS/CS DEVELOPMENT COMPLEMENT DDP WH			4688		WASHINGTON, D. C.			75013	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series	
Dept.	Code			59					
Valid									
Prng	1								
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. P.S. Due	
						6/15/58		6/22/60	
								43. Appropriation Number	
								0420-1998	

## SOURCE OF REQUEST

A. Requested By (Name & Title)		C. Request Approved By (Signature And Title)		Date Approved	
P. C. DOWNS JR. PERSONNEL OFFICER					
B. For Additional Information Call (Name & Telephone Ext.)					
John Wanhinko X0342					

## CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement					
B. Post. Control						E. Release					
C. Classification						F. Approved By					
Remarks											
EXTENDED TRAINING. Assigned training for 2 weeks and then returning to his duty.											
2 copies to Security Office. 6/17/58 To Mr. W. C. H.											

FORM 1152a (USE PREVIOUS EDITION)

SECRET

REPORT TO SUBSTANTIATE PROMOTION TO COMPLETION - Date: 5/58

Desk Reporting: WH/MEXICO

JOT's Specific Duties Now: Presently in training

GS Level of the work to which he is Assigned: Prior to present training assignment his work assignments on the Mexican desk varied from a GS-3 to a GS-7 level  
GS Level of His Performance: GS-7

For How Long: Approximately two months

The Quality of the Work He Performs: During his short period on the Mexican desk Mr. Keenan's performance was excellent.

Attitudes:

(a) Toward His Work: Excellent

(b) Toward his Associates (Does He Get Along Well with People?): Excellent, he gets along extremely well with his associates.

(c) Toward the Agency (Career): Excellent

Supervisory Ability (if demonstrated): NA

What do You Estimate His Growth Potential To Be? On what he demonstrated in a short period of time Mr Keenan should rapidly develop into a valuable employee with a high potential.  
Plans for him: Upon completion of his present training he will be reassigned to WH/Mexico for approximately one year of desk training.

Would You Concur in a Recommendation That He Be Promoted? Yes

JOT: Keenan, Frances

Supervisor

Concur

John P. Brady, WH/Mexico

**SECRET**  
**REQUEST FOR PERSONNEL ACTION**

1. Serial No. 126090	2. Name (Last-First-Middle) KEENAN THOMAS J.	3. Date Of Birth	4. Vol. Eval None-0 S Pt-1 10 Pt-2 1	5. Sex M	6. CS-100 Mo. Da. Yr. 05 20 57
7. SC Mo. Da. Yr. 01 29 53	8. CSC Reim. Yes-1 No-2 1	9. CSC Or Other Legal Authority 50 USCA 303 J	10. Appt. Authority Mo. Da. Yr.	11. FEGLI Yes-1 No-2 05	12. LCO Mo. Da. Yr. 05 20 57

**PREVIOUS ASSIGNMENT**

14. Organizational Designations ODS OTR JUNIOR OFFICER-TRAINEE CORPS	Code 2810	15. Location Of Official Station WASH., D.C.	Station Code 75013
16. Dept. Field Dept. USIA Frn. 2	17. Position Title JOT	18. Position No. 0748.16	19. Serv. 20. Occup. Series 05 0090.01
21. Grade & Step 09-1	22. Salary Or Rate \$ 5985	23. SD ST	24. Date Of Grade Mo. Da. Yr. 06 15 58
		25. PSI Due Mo. Da. Yr. 06 14 59	26. Appropriation Number 8 7507 20

**ACTION**

27. Nature Of Action REASSIGNMENT <i>Change of Branch Designation</i>	Code 57	28. Eff. Date Mo. Da. Yr. 1 25 59	29. Type Of Employee Regular	Code 01	30. Separation Date
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**PRESENT ASSIGNMENT**

31. Organizational Designations DDP WH Branch III Central America Section	Code 4413	32. Location Of Official Station Washington, D. C.	Station Code
33. Dept. Field Dept. X USIA Frn. 2	34. Position Title Ops off PP	35. Position No. 24-70 13	36. Serv. 37. Occup. Series 08 0136.31
38. Grade & Step 9-1	39. Salary Or Rate \$ 5985	40. SD D	41. Date Of Grade Mo. Da. Yr.
		42. PSI Due Mo. Da. Yr.	43. Appropriation Number 9-3500-20-001

**SOURCE OF REQUEST**

A. Requested By (Name And Title) P. C. BOWERS, WH/PERSONNEL OFFICER	C. Request Approved By (Signature And Title) <i>[Signature]</i>
B. For Additional Information Call (Name & Telephone Ext.) JOHN WASHINKO, X-8242	

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>[Signature]</i>	12 19 57	D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By	<i>[Signature]</i>	12 19 57

Remarks: 2 copies Security *[initials]* by CS, AP → 5 19 58

VICE: *[initials]* vacancy

CONCUR: *[Signature]*  
Willard L. Eccles, Chief/JOT/IR

SECRET

4 June 1958

Classify According  
To Code

## REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle) KEENAN, Thomas J.	3. Date of Birth	4. Vol. Prof. None 0 5. Pr. 1 10 Pr. 2	5. Sex M	6. CS - EOD Mo Da Yr
7. SCD Mo Da Yr	8. CSC Retmt Yes - 1 No - 2	9. CSC Or Other Legal Authority	10. Appt. Allotment Mo Da Yr	11. FEGLI Yes - 1 No - 2	12. LEO Mo Da Yr
13. 2nd Code Mo Da Yr					

## PREVIOUS ASSIGNMENT

14. Organizational Designations IDS/OTR Junior Officer Trainee Corps	Code	15. Location Of Official Station Washington, D.C.	Station Code
16. Dept. Field Dept. Code Valid Code From Code	17. Position Title JOT	18. Position No. U 748.15	19. Serv. GS 0090.01
20. Occup. Series	21. Grade & Step 7 2	22. Salary Or Rate \$ 1660	23. SD ST
24. Date Of Grade Mo Da Yr	25. Pst Due Mo Da Yr	26. Appropriation Number 8-7507-20	

## ACTION

27. Nature Of Action PROMOTION	Code	28. Eff. Date Mo Da Yr 06/15/58	29. Type Of Employee	Code	30. Separation Date
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## PRESENT ASSIGNMENT

31. Organizational Designations IDS/OTR Junior Officer Trainee Corps	Code	32. Location Of Official Station Washington, D.C.	Station Code
33. Dept. Field Dept. Code Valid Code From Code	34. Position Title JOT	35. Position No. U 748.15	36. Serv. GS 0090.01
37. Occup. Series	38. Grade & Step 9 1	39. Salary Or Rate \$ 5140	40. SD ST
41. Date Of Grade Mo Da Yr 06/15/58	42. Pst Due Mo Da Yr 06/14/58	43. Appropriation Number 8-7507-20	

## SOURCE OF REQUEST

A. Requested By (Name And Title) Willet L. Eccles C/JOTP	C. Request Approved By (Signature And Title) Willet L. Eccles/OTR P-7 MATTHEW EATRD Director of Training
B. For Additional Information Call (Name & Telephone Ext.) Henry L. Berthold x1331	

## CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

Remarks

This action was considered and approved by the OTR/CSE on 3 June 1958.

FORM 1152a  
3-57

SECRET

**SECRET**  
(When Filled In)

## PERSONNEL DATA SHEET

NAME (Last)		FIRST		MIDDLE		DATE																			
KEENAN		JOHN		THOMAS		15 May 1958																			
DATE OF BIRTH		UNIT		MONTHS IN PRESENT POSITION		SERVICE DESIGNATION																			
		JOTF/TR		12		ST																			
PRESENT GRADE	EFFECTIVE DATE	PRESENT T/O SLOT	POSITION TITLE																						
08-7	20 May 1957	U 748.16	JOT																						
PROPOSED GRADE	PROPOSED T/O SLOT	POSITION TITLE																							
08-9	U 748.16	JOT																							
CIA TRAINING																									
See "Chronological Summary of Experience with CIA and Its Antecedents"																									
EDUCATION																									
BS Marquette University 1953 English and History																									
EXPERIENCE OTHER THAN WITH CIA AND ITS ANTECEDENTS																									
1953-1956 Lt(jg) Comm Officer U.S. Navy																									
CHRONOLOGICAL SUMMARY OF EXPERIENCE WITH CIA AND ITS ANTECEDENTS																									
<table border="0"> <tr> <td>20 May 57</td> <td>EOD</td> </tr> <tr> <td>27 May-21 June 57</td> <td>IOG</td> </tr> <tr> <td>24-28 June 57</td> <td>Interim assignment, FBID</td> </tr> <tr> <td>1-26 July 57</td> <td>IT</td> </tr> <tr> <td>29 July-23 August 57</td> <td>Interim assignment, W/L/Spain</td> </tr> <tr> <td>26 Aug-27 September 57</td> <td>T-3 Training</td> </tr> <tr> <td>30 Sept 57-7 Jan 58</td> <td>Interim assignment, CI Staff</td> </tr> <tr> <td>8 Jan 58</td> <td>Temporary attachment to W/L/3 for on-the-desk training</td> </tr> <tr> <td>3 Mar 58 - present</td> <td>OC #6</td> </tr> </table>								20 May 57	EOD	27 May-21 June 57	IOG	24-28 June 57	Interim assignment, FBID	1-26 July 57	IT	29 July-23 August 57	Interim assignment, W/L/Spain	26 Aug-27 September 57	T-3 Training	30 Sept 57-7 Jan 58	Interim assignment, CI Staff	8 Jan 58	Temporary attachment to W/L/3 for on-the-desk training	3 Mar 58 - present	OC #6
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3 Mar 58 - present	OC #6																								
CAREER DEVELOPMENT PLAN																									
RECOMMENDED BY: <span style="float: right;">HARRISON</span>																									
RECOMMENDATION OF SENIOR OFFICIAL OR APPROPRIATE PANEL				CONCURRENCES: <span style="float: right;">JUN 2 5 1958</span>																					
DATE OF ACTION				OFFICE OF PERSONNEL																					

SECRET

15 May 1958

NARRATIVE STATEMENT FOR THE PROMOTION OF THOMAS J. KEENAN

1. After attending IGC and IT, in which he made excellent grades, Keenan was placed on an interim basis with WE/Spain for four weeks. He then entered TSG Training, where he again did excellent work. He then was placed for three months with the CI/ICD -- he had evinced interest in CE work -- before he was assigned for on-the-desk training with WH/3. On 3 March he entered OC and will return to WH/3 upon the completion of this course. Interim evaluation from OC shows that Keenan has four satisfactory grades. Throughout his training, formal and on-the-desk, Keenan has been commended: "alert with definite potential for CE work - thorough and inebtricus - on the Mexican desk performance was excellent - gets along extremely well with associates - attitude toward Agency excellent - should rapidly develop into a valuable employee with high potential - a very pleasant young man, interested and cooperative - gives promise of being a sound intelligence officer."
2. There is one other JOT under the supervisor. He is GS-9 and replaced subject, doing the same work, when subject left for OC. Subject's Spanish is not so well developed as that of the GS-9 JOT; otherwise there is little difference in their production.
3. On the CI Staff subject's performance was equal to that of other JOT's under the supervisor. During his time on the desk with WH/3, Keenan's performance was at a level comparable to that of one other JOT of higher grade.
4. Keenan came to the JOTF with a good college record and excellent experience as officer-in-charge of sixty officers and enlisted men in a Navy communications center. His rank was Lt(12). He has a fair working knowledge of Spanish. To date he has shown high motivation, adaptability, and an intelligent approach to his job.
5. Keenan has had no opportunity to demonstrate supervisory ability.
6. WH concurs in this promotion.
7. It is recommended that Keenan be promoted from GS-7 to GS-9.

Walter F. Zich/CO  
L. L. EGOLIS

SECRET

Attn : C/WH  
: C/WH/1

14 January 1958

C/Junior Officer Training Program/TR

Attachment of Junior Officer Trainee THOMAS J. KEENAN

1. As agreed by Mr. Brady of your Division and Mr. O'Gara of the JOT Program, JOT Thomas J. Keenan is attached to WH/1 for a one-year tour effective 6 January 1958. Administrative instructions are attached. At the conclusion of this tour, we will decide mutually whether or not to continue this attachment.
2. The purpose of this on-the-job tour is to train Keenan in Headquarters procedures and the duties of a Headquarters case officer, the ultimate objective being to prepare him for an overseas assignment.
3. It is understood that after a JOT has been attached to the desk for six months as a trainee, the supervisor will provide C/JOTP with a critical evaluation of the subject's performance in those elements listed in paragraph 2.
4. Keenan has attended IOC and ETC. It is understood that he will attend the Operations Course beginning 3 March. The JOTP will consider supporting any additional training necessary for Keenan's anticipated assignment.
5. Please send to the C/JOTP as quickly as convenient an outline of the activities the JOT will pursue as suggested by the appended sample. It is understood that the program for the JOT is flexible and may be altered from time to time to meet your operating needs, after consultation with the JOT Program.

FOR THE DIRECTOR OF TRAINING:

Attachments: 3

WILLET L. ECCLES

WH/1 BODW

WH/1 1 20 JAN 23

OFFICE OF THE DIRECTOR OF TRAINING

STANDARD FORM 52  
FORM 52-1 (Rev. 1-1-57)  
GSA GEN. REG. NO. 27  
MAY 1957 EDITION  
GSA GEN. REG. NO. 27

# REQUEST FOR PERSONNEL ACTION

VOUCHERED

FC 19  
C 7673

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) <b>Mr. Thomas John Keenan</b>	2. DATE OF BIRTH <b>1-25-1919</b>	3. REQUEST NO. <b>C-7673</b>	4. DATE OF REQUEST <b>8 Feb 57</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Excepted Appointment</b>		6. EFFECTIVE DATE A. PROPOSED: <b>ASAP</b>	7. C.S. OR OTHER LEGAL AUTHORITY <b>50 USC</b>
8. POSITION (Specify whether establish, change grade or title, etc.) <b>13</b>		9. APPROVED <b>20 May 57</b>	10. 403 <b>403</b>
11. FROM— <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. POSITION TITLE AND NUMBER <b>7.0. (600)</b> <b>0090.01</b> <b>GS-0132,06-7</b>	13. 0748.16* <b>\$4525</b>	
14. ORGANIZATIONAL DESIGNATIONS <b>DDS/OTR</b>		15. HEADQUARTERS <b>Junior Officer Trainee Program</b> <b>Junior Officer Trainee Corps</b> <b>Washington, D.C.</b>	
16. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		17. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

18. REMARKS (Use reverse if necessary)

\*Subject is quintuple slotted for recruiting purposes.

Temporary action subject to confirmation by DTR.

19. REQUESTED BY (Name and title) <b>Dr. Willet L. Eccles C/JOTP</b>	20. REQUEST APPROVED BY Signature: <b>Matthew Baird</b> Title: <b>Director of Training</b>				
21. FOR ADDITIONAL INFORMATION ONLY (Name and telephone extension) <b>Henry L. Parthold 4633</b>					
22. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5-YR <input checked="" type="checkbox"/> 10-YR <input type="checkbox"/> GRADE OTHER	23. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>100</b> <b>SD-ST</b>				
24. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	25. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> O	26. APPROPRIATION FROM: <b>7-7507-20</b> TO: <b>7-7507-20</b>	27. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <b>YES</b>	28. DATE OF APPOINTMENT/AFFIDAVIT (ACCESSORS ONLY) <b>20 May 57</b>	29. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Wisc</b> DOB: <b>1-25-1919</b>

30. STANDARD FORM 50 REMARKS

re 078

Subject to final control and medical.

CSEOD: **05/12/57**  
Lcd: **05/12/57**  
SCD: **01/29/53**

31. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR POS. CONTROL	<b>WLP</b>	<b>15 FEB 1957</b>	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			
F. APPROVED BY <b>Det C. Stoneham / WDA to 12 Feb 57</b>			

OFFICE/DIVISION WITHIN SEC. 5

10 MAY 1957  
Date

Fourteen Con. Ck.

2 May 1957

Mr. Thomas J. Keenan

Dear Mr. Keenan:

This will confirm your entrance-on-duty date of 20 May 1957 with this Agency at Grade GS-7, salary \$4525.00 per annum.

Your permanent employment will depend upon the completion of the following processing at the time of entering on duty: taking the oath of office, signing a loyalty affidavit, participating in a final security interview and completing a medical examination which will include determination of physical health and emotional stability. Should anything of an unfavorable nature arise during this period, your employment will not result in a permanent appointment.

Please report to the Receptionist at Curle Hall at 8:15 a.m. and ask for Mrs. Anna L. Phillips on 20 May 1957. Curle Hall is located at the intersection of 23rd Street, Independence Avenue, and Ohio Drive, S. W., with entrance on Ohio Drive.

Under existing Agency regulations we are not authorized to bear the expense of moving yourself, your dependents or your household goods from your present address to Washington, D. C.

The gross salary quoted will be subject to deductions for Federal income tax and 6 1/2 percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance are available to Federal civilian employees. The enclosed pamphlet

outlines the features of the program and lists the amount which will be deducted from your salary each pay period for this term insurance. This insurance is not obligatory. However, if you do not wish coverage, which is automatic, you should sign a Waiver of Life Insurance Coverage form at the time you enter on duty.

You will not receive a pay check for approximately four weeks after your entrance on duty. However, arrangements may be made for a temporary loan with a financial institution if necessary.

Very truly yours,

G. M. Stewart  
Director of Personnel

Enclosures (2)  
Life Insurance Pamphlet  
Map

OP/CORRES/dm(Phillips)

MEMORANDUM OF THE HON. CALL

PERSON CALLED: *Keenan, Thomas John*

DATE OF CALL

LOCATION:

REASON

THE FOLLOWING IS A DISCUSSION WITH THE ABOVE PERSON:

✓ On: *6-5-7* at *\$452.50*

✓ The appointment is approved subject to the following conditions at the time of no more on duty.

✓ Telling date of office and timing loyalty of service.

✓ Consulting a satisfactory physical examination at our medical center.

✓ Particulars of a physical security interview.

✓ The following is a summary of the interview: [illegible text]

✓ [illegible text]

✓ [illegible text]

✓ [illegible text]

✓ [illegible text]

✓ [illegible text]

*Frank  
at 4:26 PM  
up-*

EMPLOYMENT INFORMATION

- Are you now employed by the Federal or District Government?
- (a) If so we have to arrange a release date with the Agency.
  - (b) If so ask about lump sum payment made for annual leave due.
  - (c) Bring a S.F. 50 or pay-oll change slip with you the day you enter on duty if you now receive a higher salary than what we are offering you.

RESULTS OF CALL:

Subject will EOD 20 May 1957

Subject will write and advise us of date of EOD.

Subject declined offer of Appointment.

REASON FOR DECLINATION:

Subject advised to send letter of declination.

OTHER:

Explain other questions raised, commitments made, etc.

4/56

DATE

Wey  
APPOINTMENT CLERK

WESTERN UNION

SENDING BLANK

CALL LETTERS QDB

CHARGE TO CENTRAL INTELLIGENCE AGENCY 25 APRIL 1951

MR. THOMAS JOHN

APPOINTMENT APPROVED AT GS-7, \$4525.00 PER ANNUM. PLEASE  
CALL MRS. PHILLIPS, COLLECT, EXECUTIVE 3-6115, EXTENSION  
2781 IMMEDIATELY TO ARRANGE ENTRANCE ON DUTY DATE.

*O. M. Stewart*  
O. M. STEWART *cmg*

Send the above message, if it is the terms on back hereof, which are hereby agreed to.

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD

8 April 1957

Mr. Thomas John Keenan

Dear Mr. Keenan:

We are pleased to inform you that your application for employment with this Agency has been reviewed with interest by appropriate officials and that actual processing has been initiated for a position at Grade GS-7, salary \$4526.00 per annum.

Your final appointment is dependent upon a number of factors including character and reference investigations, and other processing procedures. You may be sure that this processing is being accomplished as rapidly as possible.

Please notify us of any changes in your present status such as change of address, employment, marital status, etc. If it should develop that you cannot accept the position, please let us know immediately. If you have any questions concerning your application, please do not hesitate to get in touch with us. Your future correspondence or inquiries should be directed to the attention of Mrs. Anna L. Phillips.

Members of this Agency are entitled to the regular United States Government leave and retirement benefits. Our salaries conform to the rates prescribed by Congress for United States Government agencies.

Thank you for your cooperation and patience during this waiting period.

Very truly yours,

G. M. Stewart  
Director of Personnel

OP/CORRES/bjs(Phillips)

4 March 1957

Mr. Thomas John Keenan  
[redacted]

Dear Mr. Keenan:

This will confirm your recent telephone conversation with a member of my staff.

We have scheduled the necessary interviews and pre-employment medical examination, which will include determination of physical health and emotional stability, for you on Wednesday and Thursday, 13 and 14 March. We ask that you call Mr. Henry Berthold on EXecutive 3-6115, extension 4331, on the morning of 13 March to arrange an interview for that afternoon. Please report to our Medical Office which is located on Central Building, 2430 E Street, N. W., at 8:30 a.m. on 14 March.

This is not an offer of employment, but your transportation expenses from [redacted] to Washington, D. C., and return will be borne by the Government. You will also be paid a per diem allowance in lieu of subsistence during the time you are in travel status. First-class travel is authorized. If you so choose, travel is authorized by privately-owned automobile, the total cost not to exceed the cost of travel by common carrier. If you travel by air or rail, it is requested that you retain the ticket stubs to support the reimbursement voucher. You will not be reimbursed for expenses incurred for several weeks after your visit.

Thank you for your interest and cooperation.

Very truly yours,

G. M. Stewart  
Director of Personnel

OP/CORRE 3/bjs(Berthold)

CONFIDENTIAL  
(When Filled In)

PERSONNEL ACTION ROUTING SHEET

NAME (Last-First-Middle):

*William Thomas J.*

OFFICE

TRAY

*OTR*

NEW HIRE

PROMOTION

TRANSFER OF FUNDS

REASSIGNMENT

SEPARATION

OTHER

ACTION OFFICE

DATE RECEIVED

DATE DISPATCHED

INITIALS

REMARKS

FILES SECTION

*2/5/57*

*2/13/57*

*S.B.*

POSITION CONTROL

*18 FEB 1957*

*18 FEB 1957*

*WAK*

*✓ affs*

PAB

POSITION CONTROL

STATUS

POSITION CONTROL

FILES SECTION

HOLD FOR FITNESS REPORT

SLOT NOW BLOCKED

HOLD FOR S. 4

HOLD FOR SECURITY CONCURRENCE

HOLD OFFICE OVER CEILING

REMARKS CONTINUED

FORM NO. 798

REPLACES FORMS 89, 878, AND 31-126 WHICH ARE OBSOLETE

CONFIDENTIAL

(8-80)

**SECRET**  
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MIDDLE) <b>KESTIAN, THOMAS JOHN</b>		13 Feb. 1957	
POSITION, TITLE <b>JOT</b>		YEAR OF BIRTH (2-20) <b>0070.01</b>	
LOCATION (CITY, STATE, COUNTRY) <b>Washington, D. C.</b>		CROSS (25-28) <b>08-07</b>	
TYPE OF APPLICANT <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONTRACT <input type="checkbox"/> CONSULTANT <input type="checkbox"/> MILITARY		ORCA CODE (48-49) <b>08-07</b>	
NAME OF REQUESTER (OR OFFICIAL) <b>O. V. Stewart</b>		TYPE OF APPL. (69) <b>1</b>	
CLEARANCE REQUIRED <input checked="" type="checkbox"/> PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP) <b>alp</b>		NOTES & FUND (66) <b>2</b>	
ATTACHMENTS <input checked="" type="checkbox"/> 1. PERSONAL HISTORY STATEMENT <input checked="" type="checkbox"/> 2. PHOTOGRAPH(S)		CLEARANCE (81) <b>3</b>	
VETERANS STATUS <input checked="" type="checkbox"/> MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN <input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN		RECRUIT CODE (95-96) <b>078</b>	
REMARKS:		DET. PREP. & DES. (99) <b>1</b>	

JOT CASE PLEASE EXPDITE

1 (SO); 1 (OFF)

SPACE BELOW FOR GO USE ONLY

☐ UNCLASSIFIED

☐ CIA INTERNAL  
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO/JUTP

NO

DATE

11 February 1957

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS: (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Odor/JUTP

2.

NO/JUTP

3.

IFS

4.

AZERS

5.

Berthold

6.

JOT/PE

7.

JOT/PO

8.

Corres.

9.

Berthold

10.

11.

12.

13.

Carver

14.

Phillips

15.

REC'D

FWD'D

2/16

2/18

2/18

2/19

2/16

2/21

4

4

2/5

2/16

5

8

4/8

1/16

1. & 2. For signature.

3. For processing.

5. RF tests.

6. Please bring to DC at 9:00 + arrange for PZMT interview.

8. Please confirm telecon re he is to call Berthold EX...4331 on morning of Wednes. 13 March to arrange interviews for that afternoon. PE: Thurs., 14 March Travel at govt exp (per Jot EX...4331).

9. SP interview.

(3) Initiation letter (Guille)

FORM 1 DEC 53 610 USE PREVIOUS EDITIONS

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USE ONLY

☐ UNCLASSIFIED

4 February 1957

Mr. Thomas John Keenan

Dear Mr. Keenan:

Your application for employment with this Agency is presently under active review. Appropriate members of our staff will determine whether we have a position available for a person of your qualifications. Although we cannot predict the length of time needed for this review, we will make every effort to expedite a determination. Should there be unavoidable delays in reaching a decision, we shall do our best to keep you as fully informed as possible regarding the status of your case.

In the meantime, if you should have any questions, feel free to get in touch with us by mail. We ask your patience and assure you of our desire to make the review period as short as is compatible with the careful evaluation to which we feel each case is entitled.

Very truly yours,

G. M. Stewart  
Director of Personnel

OF/CORRES/lap(Hogan)

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(When Filled In)

REPORT OF INTERVIEW		1. DATE OF INTERVIEW	2. PLACE
3. PREVIOUS APPLICATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		13, 26 Jan 1957	Madison, Wis.
4. INTERVIEWER L H Gage		5. REFERRED BY Marquette Univ. Placement	
6. TYPE OF PRINT IN CAPS LAST NAME KELVAN		FIRST NAME THOMAS	MIDDLE NAME JOHN
7. PERMANENT ADDRESS		TELEPHONE	
8. BUSINESS ADDRESS		TELEPHONE	
9. TEMPORARY ADDRESS		TELEPHONE	
10. DATE OF BIRTH		3527	
11. PLACE OF BIRTH		CITIZENSHIP <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> OTHER (Specify country)	
12. U.S. CITIZENSHIP ACQUIRED BY <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> NATURALIZATION		13. IF NATURALIZED INDICATE DATE	
14. FOREIGN RELATIVES INCLUDING WIFE (Reg. 10-6) none		15. NO. OF DEPEND. (Excluding wife) 0	
16. EDUCATION (Schools, degrees, dates, majors, thesis title, grade average or class standing, extra-curricular activities, etc.) Marquette Univ., Milwaukee, Wis., 1953. BS, Liberal Arts (English and History) Active in intermural sports. Part-time employment.			
17. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving) Summer jobs cited in PHS.			
18. MILITARY EXPERIENCE (Branch, service no., stations, training dates, command responsibilities, rank held, promotion status, current proficiency and interest). INCLUDE ALSO DRAFT STATUS, ACTIVE MILITARY OR RETIRED STATUS. Affiliation with USNR began May 1953. Accepted for Navy CCS. AD commenced July 1953. Commissioned Nov 1953. 2 months at HQ Eastern Sea Frontier. Dec 1953; assigned to radar facility, radio station, Beaver Tail Point, Jamestown, R. I. Duty as commo watch officer, commo officer, commo and electronics officer. Asst. officer in charge and officer in charge. Temp. promotion to Lt(jg) 20 Jan 1955. Just received permanent rank as Lt(jg). USNR, inactive. Separated Nov 1956.			

Form 83 182 SEP 54  
1 SEP 54

CONFIDENTIAL

10-101

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(When Filled In)

19. AREA KNOWLEDGE (Areas: type of knowledge, how acquired, etc.)

20. LANGUAGE FACILITY (Give tests when skill warrants and rate below)

LANGUAGE	NATIVE FLUENCY	FLUENT BUT FOREIGN	ADEQUATE FOR TRANSLATION	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED	ACQUIRED BY

21. SALARY REQUESTED: 05-7

22. ACCEPTABLE STATION: WASHINGTON, D.C. ☒ YES ☐ NO  
ANYWHERE IN U.S. ☒ YES ☐ NO  
OVERSEAS ☒ YES ☐ NO

23. POOL INTEREST: ☒ YES ☐ NO

PREFERENCE LIMITATIONS

24. HEALTH: Good

25. FORMS GIVEN: ☒ YES ☐ NO

26. EVALUATION AND RECOMMENDATION (Appearance, manners, personality, maturity, motivation, flexibility, intelligence, emotional stability, qualifications for intelligence work, career planning, over-all impression, pertinent unfavorable factors)

Keenan is a really impressive fellow in all respects. His appearance is immaculate, there is a youthful charm about him, his discourse is articulate and nicely paced, and he has a very congenial disposition. He has reached a ~~very~~ satisfactory level of maturity and discretion, I have no doubt. He has humility and poise. He is now at a critical juncture in his life--just out of service, with an optimistic outlook on life, and anxious to enter into career employment. His attitude toward govt. and CIA in particular is entirely favorable. After our initial interview he wanted some time to think it over, and to have other interviews. He called me within a matter of days, saying he was ready to make formal application. Both he and his wife are enthusiastic over the JOT program. She is an attractive young lass who has lived most of her life in S. America where her father is an engineer for GMC. She is bi-lingual. Keenan asked searching but discreet questions about conditions of employment, career development, and the like. He is familiar with the security environment, and anticipates no difficulty adapting himself to our requirements. Note his steady progress in the Navy. He appears to be a natural for career training. He is a likeable fellow, full of curiosity and ambition, and I believe he has a good mind. Participation in the mission of the agency appeals to him very strongly. Presently not employed, he is prepared to seek temporary work if available, or simply to wait out the processing period. His interest is centered wholly in this application. In fairness to him an early decision on eligibility is advised. I regard him as a wholesome, disciplined, energetic fellow, with real potential for us. Self-administered tests will be forwarded soon.

27. RECOMMENDED FOR: OTR/JOT

28. TESTS: To be tested in Madison 16 Feb 1957

29. SERIAL NUMBER

30. *JH Gray*

23 Jan 1957

CONFIDENTIAL

1500 Sunday Jan 13

January 3, 1957

Box 201  
Madison, Wisconsin

Dear Sir:

I have been recently released from active duty with the U. S. Navy, and am interested in obtaining information as to my qualifications for a career position with CIA. Although I do not hold a Master's Degree, I feel that my experience and interest make your consideration of my qualifications worthwhile. Any arrangements you may care to make regarding a personal interview will be acceptable to me.

Sincerely,

  
Thomas J. Keenan

TJK:nk

Acknowledged 1-7 with  
suggestion to come to Helen.

Age: 26

Married: no children

Height: 5'11" Weight: 175

**Job Interest**

Career position with the Central Intelligence Agency.

**Education**

Public High School. Graduate of Marquette University, Class of 1953 with B. S. Degree in Liberal Arts. Majors in English and History. Grade transcript furnished upon request.

**Military status**

Veteran. U. S. Navy 3 years, 4 months. Graduate of Officer Candidate School. Duty generally in Communication and administration billets. Background Investigation completed 31 August 1954 by DIO Third Naval District. Last billet held was that of Officer in Charge, U. S. Naval Radio Station, Beaver-tail Point, Rhode Island. Released from active duty, November, 1956, as Lieutenant Junior Grade.

**Hobbies and Interests**

Sports: tennis and golf; reading, and informal discussions.

**References**

Furnished upon request.

**Interview**

At your convenience.

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

Applicant Information  
Sheet No. 1

To all persons applying for employment  
with the Central Intelligence Agency:

This paper is the first step in applying for employment or consultant  
status with the Central Intelligence Agency. No application may proceed  
beyond this first step if the applicant is not in agreement with the  
conditions stated below:

General Considerations:

1. The National Security Act of 26 July 1947 (Public Law 253, 80th  
Congress) which created the Central Intelligence Agency places upon the  
Agency the responsibility:

- a. "to advise the National Security Council in matters concerning  
such intelligence activities of the Government departments and agencies  
as relate to the national security;
- b. "to make recommendations to the National Security Council  
for the coordination of such intelligence activities of the depart-  
ments and agencies of the Government as relate to the national  
security;
- c. "to correlate and evaluate intelligence relating to the  
national security, and provide for the appropriate dissemination  
of such intelligence within the Government . . . ;
- d. "to perform, for the benefit of the existing intelligence  
agencies, such additional services of common concern as the National  
Security Council determines can be more efficiently accomplished  
centrally;
- e. "to perform such other functions and duties related to  
intelligence affecting the national security as the National Security  
Council may from time to time direct."

The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant.


2. Investigation of an applicant may reveal something which prevents his clearance - perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.

3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

Statement of Understanding  
and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.

  
(Signature of Applicant)

SECRET

REPRODUCTION MASTERS

ZIOGRAPHIC PROFILE

H a n d l e   W i t h   C a r e

SECRET



ALL

L48 100 020

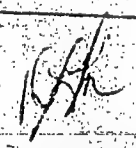
\*PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962.\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

NAME	ID NUMBER	ORG.	SCH-GR-STEP	NEW SALARY
KEENAN THOMAS J	0026090	LA	GS 15 4	\$39,789
				8561

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. ROUNDS		5. WORK HOURS	
JEDU70		KEENAN THOMAS J		D.C. LES					
6. OLD SALARY RATE		7. NEW SALARY RATE		8. EFFECTIVE DATE		9. TYPE ACTION		10. WCI - OSI - ADJ.	
Grade	Step	Salary	Low Eff Date	Grade	Step	Salary			
GS 15	4	\$39,789	05/13/76	GS 15	5	\$40,955	05/13/76		
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE SIGNATURE: <i>Thomas J. Keenan</i> DATE: <i>11/1/78</i> <input type="checkbox"/> NO EXCESS LEAVE IS <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LEAVE STATUS AT END OF WAITING PERIOD CLIENTS INITIAL: <i>WJ</i> FORM 10-75 550E PAY CHANGE NOTIFICATION									

**SECRET**  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION					
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)			
0126040		KEFNAN THOMAS J			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
REASSIGNMENT			MO DA YR		
			01 01 77		
6. FUNDS			7. TAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY
<input type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input checked="" type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF			7135 4528 0001		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDO/LA DIVISION			WASH., D.C.		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
IPS OFFICER CH			CP25		DYB
14. CLASSIFICATION (SCHEDULE GS, SA, etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP		17. SALARY OR BAH
GS		0130-01	15		
18. REMARKS					
CHANGE OF SERVICE DESIGNATION FROM DGB TO DYB					
SIGNATURE OR OTHER AUTHENTICATION					
					

FORM 1100B  
8-72 (MCS-3-75)

Use Previous  
Edition

**SECRET**

12. REPORT OF BY (DATE) 10-511

A 0:22 FEB 77

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. (FILL IN) NUMBER		2. NAME (LAST, FIRST, MIDDLE)									
020050		KEENAN, THOMAS, J.									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT AND CHANGE OF NSCA						02-01-77		REGULAR			
6. FUNDS		7. TO: V		8. TO: CF		9. PAN AND NSCA		10. CMC OR OTHER LEGAL AUTHORITY			
FUNDS		V TO V		V TO CF		7135 4525 0002		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATION						12. LOCATION OF OFFICIAL STATION					
DDO/LA DIVISION OPERATIONS STAFF						WASH., D.C.					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
OPERATIONS OFFICER						CN55		OYB			
16. CLASSIFICATION SCHEDULE (A, B, C, D, E)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
CS				0135.01		15 4		37167			
20. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTIVITY CODE		22. OFFICE CODE		23. STATION CODE		24. INTEREST CODE		25. MONTH CODE		26. DATE OF BIRTH	
37		10		75013						27. DATE OF GRANT	
28. DATE OF EXPIRY		29. SPECIAL EMPLOYMENT		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION / CANCELLATION DATA		33. SECURITY RIG NO.	
28. DATE OF EXPIRY		29. SPECIAL EMPLOYMENT		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION / CANCELLATION DATA		33. SECURITY RIG NO.	
34. VET PREFERENCE		35. DATE OF COMP DATE		36. LONG COMP DATE		37. CAREER CATEGORY		38. LEGAL / HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
34. VET PREFERENCE		35. DATE OF COMP DATE		36. LONG COMP DATE		37. CAREER CATEGORY		38. LEGAL / HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE				41. LEAVE DATA				42. FEDERAL TAX DATA			
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE				41. LEAVE DATA				42. FEDERAL TAX DATA			
43. NO PREVIOUS SERVICE				44. NO TAX DATA				45. STATE TAX DATA			
43. NO PREVIOUS SERVICE				44. NO TAX DATA				45. STATE TAX DATA			
46. SIGNATURE OR OTHER AUTHENTICATION											

FORM 11-50  
574 MAR 1974USE PREVIOUS  
EDITION

SECRET

E. B. BAKER, JR. (1-5)

PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11541 PURSUANT TO AUTHORITY OF E.O. AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND E.O. CORRECTIVE DATED 6 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

NAME	SERIAL	GRADE	PLACES	OF-STES	NEW SALARY
KEENAN, TERENCE J	024050	GS 300	OF	GS 15 4	\$37,167

DLM: 6 JUL 76

SECRET  
(When Filled In)

OCF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026090		2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND DELEGATION OF NSCA			4. EFFECTIVE DATE 06 21 76
5. CATEGORY OF EMPLOYMENT REGULAR			6. PAY AND NSCA T135 4528 0001
7. FUNDS V TO V CF TO V		8. CK OF OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION MEXICO/CENTRAL AMERICA BRANCH			10. LOCATION OF OFFICIAL STATION WASH., D.C.
11. POSITION TITLE OPS OFFICER CH			12. POSITION NUMBER GP25
13. SERVICE DESIGNATION DOB			
14. CLASSIFICATION SCHEDULE (GS, LA, etc.) GS		15. OCCASIONAL SERIES 0136.01	16. GRADE AND STEP 15 4
17. SALARY OR RATE 34441			
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODE 51300 LA	22. STATION CODE 75013
23. DATE OF BIRTH MO DA YR	24. DATE OF GRADE MO DA YR	25. DATE OF LST MO DA YR	26. DATE OF LST MO DA YR
27. DATE OF BIRTH MO DA YR	28. DATE OF GRADE MO DA YR	29. DATE OF LST MO DA YR	30. DATE OF LST MO DA YR
31. DATE OF BIRTH MO DA YR	32. DATE OF GRADE MO DA YR	33. DATE OF LST MO DA YR	34. DATE OF LST MO DA YR
35. DATE OF BIRTH MO DA YR	36. DATE OF GRADE MO DA YR	37. DATE OF LST MO DA YR	38. DATE OF LST MO DA YR
39. DATE OF BIRTH MO DA YR	40. DATE OF GRADE MO DA YR	41. DATE OF LST MO DA YR	42. DATE OF LST MO DA YR
43. DATE OF BIRTH MO DA YR	44. DATE OF GRADE MO DA YR	45. DATE OF LST MO DA YR	46. DATE OF LST MO DA YR
47. DATE OF BIRTH MO DA YR	48. DATE OF GRADE MO DA YR	49. DATE OF LST MO DA YR	50. DATE OF LST MO DA YR
51. DATE OF BIRTH MO DA YR	52. DATE OF GRADE MO DA YR	53. DATE OF LST MO DA YR	54. DATE OF LST MO DA YR
55. DATE OF BIRTH MO DA YR	56. DATE OF GRADE MO DA YR	57. DATE OF LST MO DA YR	58. DATE OF LST MO DA YR
59. DATE OF BIRTH MO DA YR	60. DATE OF GRADE MO DA YR	61. DATE OF LST MO DA YR	62. DATE OF LST MO DA YR
63. DATE OF BIRTH MO DA YR	64. DATE OF GRADE MO DA YR	65. DATE OF LST MO DA YR	66. DATE OF LST MO DA YR
67. DATE OF BIRTH MO DA YR	68. DATE OF GRADE MO DA YR	69. DATE OF LST MO DA YR	70. DATE OF LST MO DA YR
71. DATE OF BIRTH MO DA YR	72. DATE OF GRADE MO DA YR	73. DATE OF LST MO DA YR	74. DATE OF LST MO DA YR
75. DATE OF BIRTH MO DA YR	76. DATE OF GRADE MO DA YR	77. DATE OF LST MO DA YR	78. DATE OF LST MO DA YR
79. DATE OF BIRTH MO DA YR	80. DATE OF GRADE MO DA YR	81. DATE OF LST MO DA YR	82. DATE OF LST MO DA YR
83. DATE OF BIRTH MO DA YR	84. DATE OF GRADE MO DA YR	85. DATE OF LST MO DA YR	86. DATE OF LST MO DA YR
87. DATE OF BIRTH MO DA YR	88. DATE OF GRADE MO DA YR	89. DATE OF LST MO DA YR	90. DATE OF LST MO DA YR
91. DATE OF BIRTH MO DA YR	92. DATE OF GRADE MO DA YR	93. DATE OF LST MO DA YR	94. DATE OF LST MO DA YR
95. DATE OF BIRTH MO DA YR	96. DATE OF GRADE MO DA YR	97. DATE OF LST MO DA YR	98. DATE OF LST MO DA YR
99. DATE OF BIRTH MO DA YR	100. DATE OF GRADE MO DA YR	101. DATE OF LST MO DA YR	102. DATE OF LST MO DA YR
SIGNATURE OR OTHER AUTHENTICATION			

FORM 1150  
9-73 (10) 8-73Use Previous  
Edition

SECRET

E 2 REPORT CL BY 607877

(18)

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. IWOP NO.
026040	NEELAN THOMAS J	51 557	CF	
6. OLD SALARY RATE				
Grade	Step	Salary	Last EM Date	7. NEW SALARY RATE
GS-15	3	\$33,357	05/25/75	GS-15 4 \$34,441
			EFFECTIVE DATE	8. PAY ACTION
			05/23/76	WGI QSI ADJ.
CERTIFICATION AND AUTHENTICATION				
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE				
SIGNATURE			DATE	
R. S. Soren			7/6	
<input checked="" type="checkbox"/> NO EXCESS IWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IWOP STATUS AT END OF WAITING PERIOD				
CLERK'S INITIALS JVS				
FORM 10-73-500E PAY CHANGE NOTIFICATION				

15 JAN 76

SECRET

(When Filled In)

# NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 26099		2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA		4. EFFECTIVE DATE MO DA YR 01 13 76	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V X	V TO CF CF TO CF	7. PAN AND NSCA G135 0623	8. CSC OR OTHER LEGAL AUTHORITY 51 USC 423 J
9. ORGANIZATIONAL DESIGNATION DDO/LA DIVISION DEVELOPMENT COMPLEMENT		10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
11. POSITION TITLE OPERATIONS OFFICER		12. POSITION NUMBER DCOF	13. SERVICE DESIGNATION DCS
14. CLASSIFICATION SCHEME (DA 18-003) GS	15. OCCUPATIONAL SERIES \$136.01	16. GRADE AND STEP 15 3	17. SALARY OR RATE 33397
18. REMARKS TRAINING			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 07	20. EMPLOY CODE 13	21. DATA CODES NUMERIC ALPHABETIC 51337 LA 75013	22. STATION CODE 75013
23. INTEREST CODE 1	24. ADDRESS CODE 1	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. NTE EXPIRES MO DA YR XX XX	29. SPECIAL RESERVE 1. YES 2. NO	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY REG NO	34. SEX
35. VET. PREFERENCE CODE 0. NONE 1. 5 PT 2. 10 PT	36. SERV. COMP DATE MO DA YR	37. LONG. COMP DATE MO DA YR	38. CAREER CATEGORY SAR BRN CODE ENR BRN
39. FEDERAL TAX DATA FORM EXECUTED CODE 1. YES 2. NO	40. STATE TAX DATA FORM EXECUTED CODE 1. YES 2. NO	41. SOCIAL SECURITY NO	42. HEALTH INS CODE
43. SIGNATURE OF OTHER AUTHENTICATION			

FORM 1150  
576 May 10 74

USE PREVIOUS EDITION

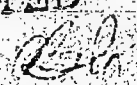
SECRET

STANDARD FORM 1150-1

15 JAN 76

MP: 04 AUG 75

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
CONVERSION FROM <input type="checkbox"/> STATUS						08 02 75		REGULAR			
6. FUNDS		7. V TO V		8. V TO CF		9. FAN AND NSCA		10. CSC OR OTHER AGENCY AUTHORITY			
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		6135 0984		0001		50 USC 463 J	
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION						KINGSTON, JAMAICA					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESCRIPTION			
CHIEF OF STATION						CT28		DOB			
16. CLASSIFICATION SCHEDULE (SEE 18. 18.1)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
GS				0136.05		15 3		31806			
20. REMARKS KINGSTON, JAMAICA											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODING		24. STATION CODE		25. PAY CODE		26. DATE OF BIRTH	
56		10		51875 LA		37043		3		NO DA 19	
27. DATE OF LEI		28. SPECIAL REFERENCE		29. RETIREMENT DATA		30. SEPARATION DATA CODE		31. CORRECTION/CONCURRENCE DATA		32. SECURITY REQ NO	
NO DA 19		84		1. CFC 2. CA 3. FCL 4. NONE		CODE		TYPE NO DA 19		100 DATA	
33. VET PREFERENCE		34. SERV COMP DATE		35. LONG COMP DATE		36. CAREER CATEGORY		37. REG/HEALTH INSURANCE		38. SOCIAL SECURITY NO	
CODE 1. NONE 2. 10 YR 3. 15 YR		NO DA 19		NO DA 19		LIM BSY CODE 1. YES 2. NO		CODE 1. NONE 2. 1 YR		HEALTH INS CODE	
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE				40. LEAVE CAT CODE		41. FEDERAL TAX DATA				42. STATE TAX DATA	
CODE 1. NO PREVIOUS SERVICE 2. NO LEAVE IN SERVICE 3. LEAVE IN SERVICE OVER 3 YRS 4. LEAVE IN SERVICE UNDER 3 YRS				CODE 1. YES 2. NO		CODE 1. NO TAX EMPLOYMENT 2. YES				CODE 1. YES 2. NO	
SIGNATURE OR OFFICIAL AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>   </div>											

FORM 1123  
D-75-200 9-75Use Previous  
Edition

SECRET

00000

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF  
TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF  
DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI  
DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51	875	CF GS 15 3	\$33,397

SECRET

(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
		WELLS, THOMAS J.	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT - CHANGE OF FUNCTIONAL CATEGORY		MO DA YR	
6. FUNDS		7. FAN AND NSCA	8. CSC OR OTHER SECAG AUTHORITY
V TO V C TO V V TO C C TO C			
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDO/LA DIVISION FOREIGN FIELD AMSTERDAM STATION		AMSTERDAM, NETHERLANDS	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE RESPONSIBILITY
CHIEF OF STATION		1000	
14. CLASSIFICATION SCHEDULE (See 13 on 1)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP
GS		0155-05	15-21
17. REMARKS		18. SALARY OR RATE	
AMSTERDAM, NETHERLANDS		20000	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
37	10	PURPOSE ALPHABETIC	704
23. NTE LARGES	24. SPECIAL REFERENCE	25. RETIREMENT DATA	26. SEPARATION DATA CODE
	64	CSC CSC CSC CSC	
27. VET PREFERENCE	28. SERV COMP DATE	29. LONG COMP DATE	30. CAREER CATEGORY
31. PREVIOUS CIVILIAN GOVERNMENT SERVICE		32. LEAVE CAT CODE	
NO PREVIOUS SERVICE NO PREVIOUS SERVICE NO PREVIOUS SERVICE (SEE FORM 110) NO PREVIOUS SERVICE (SEE FORM 110)		NO LEAVE CAT NO LEAVE CAT NO LEAVE CAT NO LEAVE CAT	
33. FEDERAL TAX DATA		34. SOCIAL SECURITY NO.	
NO TAX EXEMPTIONS NO TAX EXEMPTIONS NO TAX EXEMPTIONS NO TAX EXEMPTIONS		NO SOCIAL SECURITY NO SOCIAL SECURITY NO SOCIAL SECURITY NO SOCIAL SECURITY	
SIGNATURE OR OTHER AUTHENTICATION			
POSTED OK 1/1/75			

FORM 1100  
9-72 (Rev. 8-73)

SECRET

1100-101-10-01-01-01-01

1100

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED,  
YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

KEENAN THOMAS J

026090

41350984

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUND		5. LWOP HOURS	
C20C5C		KEENAN THOMAS J		S.I. 875		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE					
Grade	Step	Salary	Low PM/Line	Grade	Step	Salary	EFFECTIVE DATE	8. TYPE ACTION	
GS 15	2	\$30,812	CS/26/74	GS 15	3	\$31,860	CS/25/75	WGI	ADJ.
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE							DATE		
<i>[Signature]</i>							1/7/75		
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> ON PAY STATUS AT END OF PAYMENT PERIOD <input type="checkbox"/> LWOP STATUS AT END OF PAYMENT PERIOD									
CLERK'S INITIALS		<i>[Handwritten Initials]</i>							
FORM 10-73 560E		Use previous editions <b>PAY CHANGE NOTIFICATION</b> (4-51)							

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF  
TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 PURSUANT TO AUTHORITY OF DCI  
AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND CCI DIRECTIVE  
DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME  
KEENAN THOMAS J

SERIAL ORGN. FUNDS GR-STEP  
026090 51 875 CF GS 15 2

NEW  
SALARY  
\$30,812

CS: 30 MAY 74

SECRET  
(When 9 Aug 74)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)							
025130		KEEHAN THOMAS J							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
PROMOTION					25   20   74		REGULAR		
6. FUNDS		7. TO V		8. TO CP		9. PAY AND NSCA		10. CSC OR OTHER LEGAL AUTHORITY	
C TO V		X		C TO CP		4135 0984 1001		SJ USC 423 J	
11. ORGANIZATIONAL DESIGNATION					12. LOCATION OF OFFICIAL STATION				
DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION					KINGSTON, JAMAICA				
13. POSITION TITLE					14. POSITION NUMBER		15. SERVICE DESIGNATION		
CHIEF OF STATION					2663		D		
16. CLASSIFICATION SCHEDULE (GS, AF, etc.)			17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE		
GS			0136.05		15 2		29205		
20. REMARKS									
KINGSTON, JAMAICA									
HOME BASE: WH									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODE	24. STATION CODE	25. INTER-SEE CODE	26. NUMBER CODE	27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF LEI	
22	10	51275 WH	37043		3		05 26 74	05 26 74	
30. DATE OF BIRTH	31. SPECIAL REFERENCE	32. RETIREMENT DATA	33. SEPARATION DATA CODE	34. CANCELLATION / CONCLUSION DATE	35. SECURITY RTO NO	36. SEC	37. DATA		
05 25 76	84								
38. PREFERENCE	39. SERV. CREDIT DATE	40. LONG COMP DATE	41. CAREER CATEGORY	42. REG. / HEALTH INSURANCE	43. SOCIAL SECURITY NO				
44. PREVIOUS CIVILIAN GOVERNMENT SERVICE			45. LEAVE CAT CODE	46. SEPARATION DATA	47. STATE TAX DATA				
1. NO PREVIOUS SERVICE 2. NO LEAVE IN SERVICE 3. LEAVE IN SERVICE (MILITARY & CIVIL) 4. LEAVE IN SERVICE (MILITARY & CIVIL)									
SIGNATURE OR OTHER AUTHENTICATION									
<div style="text-align: right;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b> </div> </div>									

FORM 110  
3-71 USE 11-73Use Previous  
Edition

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF  
TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI  
AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE  
DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51	760	CF GS 14 4	\$26,671

KHN: 7 DEC 73

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
026090		KEENAN THOMAS JOHN							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT					09 15 73		REGULAR		
6. FUNDS		V TO V		V TO CF		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY	
CF TO V		X		CF TO CF		4135 0984 0001		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDO/WH DIVISION FOREIGN FIELD BRANCH 7 - KINGSTON, JAMAICA STATION					KINGSTON, JAMAICA				
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION		
CHIEF OF STATION					0660		D		
14. CLASSIFICATION SCHEDULE (GS, LR, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			0136.05		14 4		26671		
THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 14 OCT. 1973.									
HOME BASE: WH									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. MGRS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
37	10	51875 WH	37043	3					
28. INT. EXP. RES.	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEC.	EOD DATA		
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE			42. LEAVE CAT CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA			
1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE LESS THAN 3 YRS 4. BREAK IN SERVICE MORE THAN 3 YRS				1. YES 2. NO		1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             LOST ID              11/18 12-11-73           </div>									

FORM 11-72  
4-72 USE 11-72Use Previous  
Edition

SECRET

KHN

4-7 IMPDET CL BY 007827

(1031)

16

G-55

RECEIVED  
PAY DIVISION  
JUL 10 1973

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS											
026090		KEENAN THOMAS J		51 760		CF													
6. OLD SALARY RATE										7. NEW SALARY RATE									
Grade		Step		Salary		Last Eff. Date		Grade		Step		Salary		Effective Date		8. TYPE ACTION			
GS 14		3		\$24,628		07/23/72		GS 14		4		\$25,398		07/22/73		SI ADJ			
CERTIFICATION AND AUTHENTICATION																			
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.																			
SIGNATURE										DATE									
Richard L. Conolly										15 May 1973									
<input checked="" type="checkbox"/> NO EXCESS LWOP																			
<input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD																			
<input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD																			
CLERK'S INITIALS										AUDITED BY									
AK										[Signature]									
FORM 560 E 7-66 Use appropriate edition																			
PAY CHANGE NOTIFICATION																			
(4-31)																			

SECRET

(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026000		2. NAME (LAST FIRST MIDDLE) LEE, DAVID J.	
3. NATURE OF PERSONNEL ACTION DELEGATION OF AUTHORITY		4. EFFECTIVE DATE MO: 01 YR: 72	
5. CATEGORY OF EMPLOYMENT A. FUNDING V TO V CF TO V X CF TO CF		6. CEC OR OTHER LEGAL AUTHORITY 2100 1000 0001	
7. ORGANIZATIONAL DESIGNATION NOR/44 DIVISION		8. LOCATION OF OFFICIAL STATION LHM PERU	
9. POSITION TITLE OPS OFFICER DCO		10. POSITION NUMBER 010	
11. SERVICE DESIGNATION V		12. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS	
13. OCCUPATIONAL SERIES C130.01		14. GRADE AND STEP 10	
15. SALARY OR RATE		16. REMARKS	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE
23. INTERSTATE CODE	24. HOURS CODE	25. DATE OF BIRTH MO: DA: YR:	26. DATE OF GRADE MO: DA: YR:
27. DATE OF LEI MO: DA: YR:	28. NTE EXPIRES MO: DA: YR:	29. SPECIAL REFERENCE 1. CC 2. CA 3. PPA 4. OTHER	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA TYPE MO: DA: YR:	33. SECURITY REC. NO.	34. SER
35. VET. PREFERENCE CODE 0 NONE 1 5 PT 2 10 PT	36. SERV. COMP. DATE MO: DA: YR:	37. LONG. COMP. DATE MO: DA: YR:	38. CAREER CATEGORY SAR SISV CODE PROV. LEAD
39. REG. / HEALTH INSURANCE CODE 0 WAIVER 1 YES	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 YRS) 3 BREAK IN SERVICE (MORE THAN 3 YRS)	
42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 YES 2 NO	44. STATE TAX DATA FORM EXECUTED 1 YES 2 NO	45. STATE TAX DATA CODE NO. TAX STATE CODE EXEMPT.
SIGNATURE OR OTHER AUTHENTICATION  11-20-72 [Signature]			

FORM 5-66

1150  
MAY 11-71

Use Previous Edition

SECRET

Excluded from automatic  
downgrading and  
declassification

(When Filled In)

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KELNAN THOMAS J	51.700	CP	
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION
Grade	Step	Salary	Effective Date	BI
GS 14	1	\$20,815	07/26/70	
GS 14	2	\$21,905	07/29/71	
CERTIFICATION AND AUTHENTICATION				
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.				
SIGNATURE			DATE	
Richard L. Conolly			6 May 1971	
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD				
CLERK'S INITIALS		AUDITED BY		
H. E. F. S. E.		[Signature]		
FORM 560 E Use previous editions				
PAY CHANGE NOTIFICATION				
(4-31)				

B B C: 16 NOV 71

SECRET  
(When Filled In)

(XKF)

## NOTIFICATION OF PERSONNEL ACTION

1. SER. #1 NUMBER

2. NAME (LAST FIRST MIDDLE)

026090

KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT - CORRECTION

4. EFFECTIVE DATE

09 30 71

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO CF

CF TO V

CF TO CF

7. FUNDING AND PAY NO. (Assignment)

2135 1084 (0000)

8. CSC OR OTHER LEGAL AUTHORITY

50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS

DDP/WH  
FOREIGN FIELD  
BRANCH 3 - LIMA, PERU STATION

10. LOCATION OF OFFICE STATION

LIMA, PERU

11. POSITION TITLE

OPS OFFICER DCOS

12. POSITION NUMBER

0135

13. SERVICE DESIGNATION

D

14. CLASSIFICATION (SP-1, SP-2, etc.)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

14 2

17. SALARY GRADE

21509

18. REMARKS

THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 03/30/71 AS FOLLOWS:  
ITEM NUMBER 11, POSITION TITLE WHICH READ OPS OFFICER TO READ OPS OFFICER  
DCOS.

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTING CODE	20. EMPLOY CODE	21. OFFICE CODE NO. OFFICE SYMBOLIC	22. STATION CODE	23. INTER- OFFICE CODE	24. PAYING CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEL
58	10	51760 WH	57085		3			
28. RATE TABLES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction - Correlation Code	33. SECURITY REQ NO.	34. SER.		
				37	09 30 71			
35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1150  
1-66  
Aug 6-73Use Previous  
Edition

SECRET

VED

When Filled In

**SECRET**  
(When Filled In)

# NOTIFICATION OF PERSONNEL ACTION

NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)															
026090		KEELAN THOMAS J															
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF PERSONNEL									
REASSIGNMENT						09 30 71		REGULAR									
6. FUNDS		V TO V		V TO CP		7. National Action No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY									
▶		CP TO V		X		CP TO CP		2135 1084 0000		50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION											
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION						LIMA, PERU											
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION									
OPS OFFICER						0135		D									
14. CLASSIFICATION (ACR/REG/REG-1B, etc.)				15. OCCUPATIONAL SERIES		16. GRADE		17. PAY PLAN									
GS				0136.01		14 2		2159									
18. REMARKS																	
BOGOTA, COLOMBIA OPS OFFICER OCCUPYING OPS OFFICER DCOS POSITION.																	
HOME BASE: WH																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. PAY-SEE CODE		24. MILEAGE CODE		25. DATE OF BIRTH		26. DATE OF SPIN		27. DATE OF LEI	
37		10		51760 WH		57085				3							
28. INTERMISSION		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SPRINGBROOK DATA CODE		32. Correction / Cancellation Data		33. SECURITY REQ. NO.		34. SECURITY REQ. NO.		35. SECURITY REQ. NO.		36. SECURITY REQ. NO.	
37. VET. PREFERENCE		38. SERV. COMP. DATE		39. LONG. COMP. DATE		40. CAREER CATEGORY		41. HIGH / HEALTH INSURANCE		42. SOCIAL SECURITY NO.		43. SOCIAL SECURITY NO.		44. SOCIAL SECURITY NO.		45. SOCIAL SECURITY NO.	
46. PREVIOUS CIVILIAN GOVERNMENT SERVICE				47. LEAVE CAT. CODE		48. FEDERAL TAX DATA				49. STATE TAX DATA				50. STATE TAX DATA			
51. SIGNATURE OR OTHER AUTHENTICATION																	
<div style="text-align: right;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> 103-1-1 </div> </div>																	

10 MAR 71

SECRET

(When Filled In)

# NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026000		2. NAME (LAST, FIRST, MIDDLE) KEENAN THOMAS J.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			
4. EFFECTIVE DATE 02-17-71		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V CF TO V X CF TO CF		7. EMPLOYER AND/OR No. Chargeable 1135 0634 0000	
8. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		9. CAC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA		11. POSITION NUMBER 1732	
12. POSITION TITLE OPS OFFICER		13. SERVICE DESIGNATION D	
14. CLASSIFICATION (REFERENCE TO U.S. SEC.) GS		15. OCCUPATIONAL SERIES 0136.01	
16. GRADE AND STEP 14		17. SALARY OR RATE 20615	
18. REMARKS BOGOTA, COLOMBIA			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING 51700 WH	22. STATION CODE 15005
23. HIRING CODE 3	24. DATE OF BIRTH	25. DATE OF GRACE	26. DATE OF DEATH
27. SPECIAL PREFERENCE XX XX XX	28. SPECIAL PREFERENCE	29. SEPARATION DATA CODE	30. CORRECTION/REASSIGNMENT DATA
31. VET PREFERENCE	32. SEPARATION DATE	33. LEAVE CODE	34. LEAVE DATE
35. CARRIER CATEGORY	36. HEALTH INSURANCE	37. SOCIAL SECURITY NO.	38. STATE TAX DATA
39. PREVIOUS CIVILIAN EMPLOYMENT SERVICE	40. EMPLOYER	41. EMPLOYER	42. EMPLOYER
43. EMPLOYER	44. EMPLOYER	45. EMPLOYER	46. EMPLOYER
SIGNATURE OR OTHER AUTHENTICATION			

FILED  
3-11-71  
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1044 1150  
9-4 0-73

1044 1150  
9-4 0-73

SECRET

1044 1150  
9-4 0-73

1044 1150  
9-4 0-73

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND  
EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE  
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME  
KEENAN THOMAS J

SERIAL ORGN. FUNDS GR-STEP  
026090 91 700 CF GS 14 1

NEW  
SALARY  
\$20,815

FVD: 5 AUG 70

SECRET

(When Filled In)

DDF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026090		2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION PROMOTION			
4. FUNDS V TO V CF TO V X		5. EFFECTIVE DATE MO DA YR 07 26 70	
6. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		7. CATEGORY OF EMPLOYMENT REGULAR 8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. POSITION TITLE OPS OFFICER		10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA	
11. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS		12. POSITION NUMBER 0327	
13. OCCUPATIONAL SERIES 0136.01		14. GRADE AND STEP 14 1	
15. REMARKS BOGOTA, COLOMBIA		16. SALARY OR RATE 19543	

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC 51700 WH		22. STATION CODE 15005		23. INTRACATE CODE		24. ADDRESS CODE 3	
25. DATE OF BIRTH MO DA YR 07 25 72		26. DATE OF GRADE MO DA YR 07 26 70		27. DATE OF LEI MO DA YR 07 26 70		28. NTE EXPIRES MO DA YR 07 25 72		29. SPECIAL REFERENCE 61		30. RETIREMENT DATA CODE	
31. VET. PREFERENCE CODE 0		32. SERV. COMP. DATE MO DA YR 07 25 72		33. LONG COMP. DATE MO DA YR 07 25 72		34. CARRIER CATEGORY CODE 0		35. FEGLI / HEALTH INSURANCE CODE 0		36. SOCIAL SECURITY NO.	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0		38. LEAVE EAT CODE 0		39. FEEDBACK DATA CODE 0		40. STATE TAX DATA CODE 0		41. STATE TAX DATA CODE 0		42. STATE TAX DATA CODE 0	

SIGNATURE OR OTHER AUTHORIZATION

POSTED

05-06-70/MR

FORM 100-10

3-66

1130

MAY 1967

Use Previous Edition

SECRET

DSI

1. SERIAL NO. : 2.		NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEE'AN THOMAS J		51 700		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	IN	ADJ.
		817,878				818,637			
GS 13 1 <del>XXXXXX</del> 05/18/69				GS 13 4 <del>XXXXXX</del> 05/17/70					
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				11 MAY 1970 1537 AUTHORIZED BY					
FORM 7-66 560 E Use previous editions				PAY CHANGE NOTIFICATION (4-51)					

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND  
EXECUTIVE ORDER 11924 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE  
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	91	700	CF GS 13 3	\$17,878

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE  
ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"  
EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME  
KEENAN THOMAS J

SERIAL ORGN. FUNDS GR-STEP  
026090 51 700 CF GS 13 3

NEW  
SALARY  
\$16,866

643 Rp-3

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP MONTHS	
026090		KEENAN THOMAS J		51 700		CP			
6. OLD SALARY RATE									
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	8. TYPE ACTION	
CS 13	2	\$14,889	05/19/68	CS 13	3	\$15,369	05/18/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE								DATE	
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
9. CLERK'S INITIALS				10. EMPLOYEE'S SIGNATURE				11. APPROVED BY	
[Signature]				[Signature]				[Signature]	
PAY CHANGE NOTIFICATION									
FORM 7-66 560-B Use previous editions									

COMPENSATION DIVISION

68-3741-2

1537

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L-1

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 210 AND 216 OF PL 80-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND 4-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	700	CP CS 13 2	\$14,889	\$15,369

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-CCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	126090	51	700	CF GS 13 1	\$12,073	\$13,507

PLW: 20 JUN 67

SECRET

(When Filled In)

OKF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 2. NAME (LAST, FIRST, MIDDLE)

026090 KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION

PROMOTION CORRECTION

4. EFFECTIVE DATE

05/21/67

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO V

C TO V

C TO V

7. Federal Agency No. Changeable 8. CXC OR OTHER LEGAL AUTHORITY

7135 0834 0000 50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS

DDP WH  
FOREIGN FIELD  
BRANCH 3  
BOGOTA, COLOMBIA STATION

10. LOCATION OF OFFICIAL STATION

BOGOTA, COLOMBIA

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0327

13. SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LS, etc.)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

1-5

17. SALARY OR RATE

14873

18. REMARKS

THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 05/21/67 AS FOLLOWS:  
TO ADD [REDACTED]

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTERAG CODE	24. PEOPLE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET
58	10	NUMERIC 51700 ALPHABETIC WH	15005		3	05/21/67	05/21/67	05/21/67
28. RET. EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTIVE/COMPLETION DATA	33. SECURITY REQ. NO.	34. SEC. NO.		
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEES	44. STATE TAX DATA					

SIGNATURE OF OTHER AUTHENTICATION

POSTED

06-26-67

FORM 1150

Use Previous Edition

SECRET

(When Filled In)

PLW: 10 MAY 67

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						05   21   67		REGULAR			
6. FUNDS		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY							
<input type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input checked="" type="checkbox"/> X <input type="checkbox"/> O TO O		7135 0834 0000		50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION						BOGOTA, COLOMBIA					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER						0327		D			
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		13 1		12873			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRITY CODE	24. RACIAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LSA		
22	10	51700 WH		15005		3		05   21   67	05   21   67		
28. DATE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SER.	
						<input checked="" type="checkbox"/> EOD DATA <input type="checkbox"/> NO					
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE	38. FATHER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE (A1)		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE: 0 NO PREVIOUS SERVICE 1 NO STERN IN SERVICE 2 STERN IN SERVICE (A1) THEN 1 YES 3 STERN IN SERVICE (A1) THEN 1 NO				CODE: 0 NO LEAVE 1 YES 2 NO		CODE: 0 NO TAX EXEMPTIONS 1 YES 2 NO		CODE: 0 NO TAX 1 YES 2 NO			
SIGNATURE OF OFFER AUTHENTICATION											

POSTED  
060267N

FORM 1150  
5-66

Use Previous Edition

SECRET

PLW

FORM 1150-1-64  
Obsolete Edition

(When Filled In)

KJM: 17 MAY 67

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION									
4. EFFECTIVE DATE				5. CATEGORY OF EMPLOYMENT					
05   03   67				REGULAR					
6. FUNDS				7. Financial Analysis No. (Chargeable)				8. EM OR OTHER LEGAL AUTHORITY	
V TO V CF TO V X U TO O				7135 0834 0000				50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				BOGOTA, COLOMBIA					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER				0327		D			
14. CLASSIFICATION SCHEDULE (DA, AB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS				0136.01		12 3		11685	
18. REMARKS									
SUBJECT IS TO BE PAID THE [REDACTED] SALARY OF \$11685 IN ACCORDANCE THEREWITH. ALL SICK AND ALL HOURS ANNUAL LEAVE TO BE ALLOWANCES TRANSFERRED TO [REDACTED] MARITAL STATUS: MARRIED DAU DOB [REDACTED] DAU DOB [REDACTED] DAU DOB [REDACTED] DAU DOB [REDACTED] DAU DOB [REDACTED] SON DOB [REDACTED] DAU DOB [REDACTED]									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGER	24. MONTH	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LCL	
55	10	NUMERIC ALPHABETIC 51700 WH	15005		3				
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG NO.	34. SEN			
		1. CSC 2. CS 3. PICA 4. NOTE							
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FECLT / HEALTH INSURANCE	40. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE EXT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
SIGNATURE OR OTHER AUTHENTICATION									

ECRM 1150 Use Previous Edition

SECRET

POSTED

When Filled In

BJT: 12 MAY 67

SECRET  
(When Filled In)

105

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION									
REASSIGNMENT AND TRANSFER									
4. EFFECTIVE DATE				5. CATEGORY OF EMPLOYMENT					
04 23 67				REGULAR					
6. FUNDS				7. Financial Analysis No Chargeable				8. CAC OR OTHER LEGAL AUTHORITY	
X				7135 0834 0000				50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS									
ODP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION									
10. LOCATION OF OFFICIAL STATION									
BOGOTA, COLOMBIA									
11. POSITION TITLE									
OPS OFFICER									
12. POSITION NUMBER									
0327									
13. SERVICE DESIGNATION									
D									
14. CLASSIFICATION (SCHEDULE (GS, ES, GS))									
GS									
15. OCCUPATIONAL SERIES									
0138.01									
16. GRADE AND STEP									
12 3									
17. SALARY OR RATE									
11685									
18. REMARKS									
THIS ACTION CORRECTS FORM 1150 TO CHANGE EFFECTIVE DATE WHICH READ 05/07/67 TO READ 04/23/67.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE									
58									
20. EMPLOY CODE									
10									
21. OFFICE CODING									
31700 WH									
22. STATION CODE									
15005									
23. INTEGRAL CODE									
3									
24. BIRTH DATE									
20 05 67									
25. DATE OF BIRTH									
20 05 67									
26. DATE OF GRADE									
20 05 67									
27. DATE OF LET									
28. SECURITY NO.									
29. SEC									
30. VET. PREFERENCE									
31. SERV. COMP. DATE									
32. LONG. COMP. DATE									
33. CAREER CATEGORY									
34. REG. / HEALTH IMPAIRABLE									
35. SOCIAL SECURITY NO.									
36. PREVIOUS CIVILIAN GOVERNMENT SERVICE									
37. LEAVE CAT									
38. FEDERAL TAX DATA									
39. STATE TAX DATA									
SIGNATURE OF OTHER AUTHENTICATION									
POSTED									
65-1567									

Form 1150

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SECRET

10-11

(When Filled In)

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6-53

COMPENSATION  
& TAX DIVISION

MAY 14 8 37 AM '68

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEENAN, THOMAS J		51 700		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE					
Grade	Step	Salary	Exp. Date	Grade	Step	Salary	Effective Date	8. TYPE ACTION	
GS 13	1	\$13,507	09/21/67	GS 13	2	\$13,957	09/19/68	SI	ADD
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
[Signature]						11 May 68			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				537 [Initials]					
FORM 7-66 560 E Use previous editions				AUTHORIZED BY [Signature]					
PAY CHANGE NOTIFICATION									
(4-51)									

RC

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1-1

SECRET  
(When Filled In)

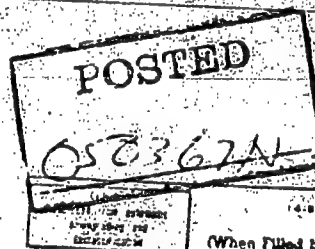
BJT: 3 MAY 67

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION									
REASSIGNMENT AND TRANSFER									
4. EFFECTIVE DATE				5. CATEGORY OF EMPLOYMENT					
04/23/67				REGULAR					
6. FUNDS				7. Financial Analysis No. Chargeable				8. CSC OR OTHER LEGAL AUTHORITY	
<input type="checkbox"/> TO V <input checked="" type="checkbox"/> TO U <input type="checkbox"/> TO W <input type="checkbox"/> TO X				7135 0834 0000				50 USE 403 J	
9. ORGANIZATIONAL DESIGNATIONS									
DOP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION									
10. LOCATION OF OFFICIAL STATION									
BOGOTA, COLOMBIA									
11. POSITION TITLE				12. POSITION NUMBER			13. SERVICE DESIGNATION		
OPS OFFICER				0327			D		
14. CLASSIFICATION SCHEDULE (GS, BR, etc.)				15. OCCUPATIONAL SERIES			16. GRADE AND STEP		
GS				0136.01			12 3		
17. PAY OR RATE				1.1685					
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRITY CODE	24. MAJOR CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
20	10	51700 WH		15005		3			
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA	
								EOD DATA	
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG. COMP. DATE		36. CAREER CATEGORY		37. FEGLI / HEALTH INSURANCE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
SIGNATURE OR OTHER AUTHENTICATION:									

FORM 1150  
5-66

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SECRET



\*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	075	V GS 12 2	\$10,987	\$11,306

G27

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 075 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 12	2	\$11,306	10/24/65	GS 12	3	\$11,665	10/23/66
7. TYPE ACTION							
PSI LSI ADJ.							
8. Remarks and Authorization							
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD CLERK'S INITIALS: <i>WV</i> AUDITED BY: <i>[Signature]</i>							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i>				DATE: <i>11-1-66</i>			
PAY CHANGE NOTIFICATION							

DET 61 12 32 1966

FJH: 10 SEP 66

SECRET  
(When Filled In)

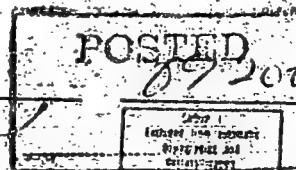
## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
026090		KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM			
4. EFFECTIVE DATE MO. DA. YR. 09   11   66		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X V TO V U TO V W TO V		7. COST CENTER NO. CHARGEABLE 7235 0620 0000	
		8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 203	
9. ORGANIZATIONAL DESIGNATIONS			
10. LOCATION OF OFFICIAL STATION DOP/WH WASH., D.C.			
11. POSITION TITLE		12. POSITION NUMBER	
		13. SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (CM, LG, GM)		15. OCCUPATIONAL SERIES	
		16. GRADE AND STEP 12	
		17. SALARY OR RATE	
18. REMARKS: YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-50. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING ADMIN. ADMINISTRATIVE	22. STATION CODE
23. NTE EXPIRES MO. DA. YR.	24. SPECIAL REFERENCE	25. RETIREMENT DATA 1. CSC 2. PICA 3. NONE 2	26. SEPARATION DATA CODE
27. VET. PREFERENCE CODE	28. SERV. COMP. DATE MO. DA. YR.	29. LONG. COMP. DATE MO. DA. YR.	30. CAREER CATEGORY CAN. CIV. PROV. TEMP.
41. PREVIOUS GOVERNMENT SERVICE DATA CODE		42. LEAVE CAT. CODE	
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO	
		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO	
31. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.			
32. SECURITY REQ. NO.			
33. SEX			
34. SOCIAL SECURITY NO.			

SIGNATURE OR OTHER AUTHENTICATION

FORM 1150  
11-62Use Previous  
Edition

SECRET



When Filled In

\*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962.\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	075	V GS 12 1	\$10,250	\$10,619

6-27

1. Serial No.		2. Name		3. Org Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 075 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 12	1	\$10,250	10/25/64	GS 12	2	\$10,619	10/24/65
7. TYPE ACTION							
PM LSI ADJ.							
8. Remarks and Authorization							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>BY</i> AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i> DATE: <i>21/1/66</i>							
PAY CHANGE NOTIFICATION							

Form 360  
G-1

**SECRET**  
(When Filled In)

NUM 16 DEC 64

NOTIFICATION OF PERSONNEL ACTION									
OCF									
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION CONVERSION FROM <input type="checkbox"/> STATUS					4. EFFECTIVE DATE MO DA YR 10 10 64		5. CATEGORY OF EMPLOYMENT REGULAR		
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. ESC OR OTHER LEGAL AUTHORITY	
U TO V		X		CF TO CF		5135 0990 0000		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION					10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO				
11. POSITION TITLE OPS OFFICER					12. POSITION NUMBER 0489		13. SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LO, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12 1		17. SALARY OR RATE 10250		
18. REMARKS MEXICO CITY, MEXICO THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 57		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC 51700 WH		22. STATION CODE 45075		23. INTEGREE CODE	
24. NTH EXPIRES MO DA YR		25. SPECIAL REFERENCE 1. CUC 2. FICB 3. NONE		26. RETIREMENT DATA CODE		27. SEPARATION DATA CODE		28. CORRECTION/CANCELLATION DATA TYPE MO DA YR 56 10 10 64	
29. VET. PREFERENCE CODE 0: NONE 1: 5 PT 2: 10 PT		30. SERV. COMP. DATE MO DA YR		31. LONG. COMP. DATE MO DA YR		32. CAREER CATEGORY CODE		33. FEGLI / HEALTH INSURANCE CODE 0: WAIVER 1: YES	
34. PREVIOUS GOVERNMENT SERVICE DATA CODE 0: NO PREVIOUS SERVICE 1: NO AWARD IN SERVICE 2: AWARD IN SERVICE (REDS. THAN 3 YRS) 3: AWARD IN SERVICE (MORE THAN 3 YRS)		35. LEAVE CAT. CODE		36. FEDERAL TAX DATA FORM EXEMPTED CODE NO TAX EXEMPTIONS		37. STATE TAX DATA FORM EXEMPTED CODE NO TAX EXEMPTIONS		38. SOCIAL SECURITY NO.	
SIGNATURE OF OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             10-1150              11/64/25           </div>									

FORM 1150  
11 64

Use Previous  
Edition

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

**SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.**

[illegible]

DLB: 20 NOV 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
166090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS						11   22   64		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSE OR OTHER LEGAL AUTHORITY					
X		5235 0620 0000		50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION			
DDP WH PLANS & OPERATIONS STAFF SECTION A						WASH., D. C.			
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION	
OPS OFFICER						0641		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01		12 1		10250			
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
16	10	51075 WH		75013					
28. U.S. EMPLOY		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA	
								33. SECURITY REQ. NO.	
								34. SFA	
35. PREFERENCE		36. SERV. COMP. DATA		37. LONG. COMP. DATA		38. CAREER CATEGORY		39. FEELT / HEALTH INSURANCE	
								40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  11/24/64 <i>JK</i> </div>									

FORM 1150  
47Use Previous  
Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

RZR: 23 OCT 64

SECRET  
(When Filled In)

OCF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026090		2. NAME (LAST-FIRST MIDDLE) KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION PROMOTION		4. EFFECTIVE DATE 10 25 64	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V	V TO V CF TO V	7. LAST CENTER NO. CHARGEABLE 5135 0930 0000	8. CSC OR OTHER AGENCY AUTHORITY 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0489	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LO, WH) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 1	17. SALARY OR RATE 10250
18. REMARKS			

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 51700 WH ALPHABETIC 45675		22. STATION CODE 45675	23. INTEGRITY CODE 3	24. NO. OF DEPT. 10	25. DATE OF BIRTH 10 25 64	26. DATE OF GRADE 10 25 64	27. DATE OF LES 10 25 64
28. MIF EXPIRES NO. DA YR		29. SPECIAL REFERENCE 1. CSC 2. FICA 3. NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE NO. DA YR	32. CORRECTION/CANCELLATION DATA TYPE NO. DA YR		33. SECURITY REF NO.		34. SEX
35. PFT PREFERENCE CODE 0. NONE 1. 5 PT 2. 10 PT		36. SERV. COMP. DATE NO. DA YR	37. LONG. COMP. DATE NO. DA YR	38. CAREER CATEGORY CAR. NO. YR PROG. TEMP.	39. PEST / HEALTH INSURANCE CODE 0. NONE 1. YES 2. NO		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 1 YR) 3. BREAK IN SERVICE (MORE THAN 1 YR)		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE 0. YES 1. YES 2. NO		44. STATE TAX DATA FORM EXECUTED CODE 0. YES 1. YES 2. NO			

SIGNATURE OF OTHER AUTHORITY

POSTED

10/28/64 ZK

FORM 1150  
11-67Use Previous  
Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

DLB: 13 OCT 84

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
CONVERSION FROM <input type="checkbox"/> STATUS					10/12/84		REGULAR		
6. FUNDS		7. TO V		8. TO CF		9. COST CENTER NO. CHARGEABLE		10. CK OR OTHER LEGAL AUTHORITY	
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		5135 0990 0000		50 USC 403 J	
11. ORGANIZATIONAL DESIGNATIONS					12. LOCATION OF OFFICIAL STATION				
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO				
13. POSITION TITLE					14. POSITION NUMBER		15. SERVICE DESIGNATION		
OPS OFFICER					0489		D		
16. CLASSIFICATION SCHEDULE (SEE 18, 19)			17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE		
GS			0136.01		11 3		9240		
20. REMARKS									
STATE: MEXICO CITY, MEXICO									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODING		24. STATION CODE		25. INTEGRITY CODE	
56		10		51700 WH		45075		3	
26. DATE OF BIRTH		27. DATE OF GRADE		28. DATE OF LET		29. DATE OF RETIREMENT		30. DATE OF SEPARATION	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
31. NTE EXPIRES		32. SPECIAL REFERENCE		33. RETIREMENT DATA		34. SEPARATION DATA CODE		35. CORRECTION/CANCELLATION DATA	
MO DA YR		MO DA YR		1 - CSC 2 - PICA 3 - NONE		CODE		TYPE MO DA YR	
								EOD DATA	
36. VET. PREFERENCE		37. SERV. COMP. DATE		38. LONG. COMP. DATE		39. CAREER CATEGORY		40. FEGLI / HEALTH INSURANCE	
CODE		MO DA YR		MO DA YR		CAN DESV PARTY TEMP		CODE CODE	
								O - MAINTEN 1 - YES 2 - NO	
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEASE CAT		43. FEDERAL TAX DATA		44. STATE TAX DATA		45. SOCIAL SECURITY NO.	
CODE		CODE		FORM EXECUTED CODE		FORM EXECUTED CODE		CODE	
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 2 YRS) 3 - BREAK IN SERVICE (MORE THAN 2 YRS)				1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO	
SIGNATURE OR OTHER AUTHENTICATION									
POSTED 10/15/84 JH									

FORM 11-82 1130

Use Previous Edition

SECRET

SP-1  
Process for handling  
Group 1 and  
Group 2 information

(When Filled In)

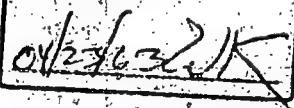
1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 700 CF		456	
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 11	2	\$ 8,690	04/14/63	GS 11	3	\$ 8,970	04/12/64
7. TYPE ACTION							
PSI LM ADI							
8. Remarks and Authentication							
/ NO EXCESS LWOP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: <i>[Signature]</i> DATE: <i>5/2/64</i> PAY CHANGE NOTIFICATION							

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 1 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	700	CF GS 11 2	\$ 8,313	\$ 8,690

BAB: 12 APR 63

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						MO. DA. YR. 04 14 63		REGULAR			
6. FUNDS		7. V TO V		8. V TO V		9. V TO V		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
FUND		V TO V		V TO V		V TO V		3135 5700 1000		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION						MEXICO CITY, MEXICO					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER						0489		D			
14. CLASSIFICATION SCHEME (SEE 1.6.4)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		11 2		8310			
18. REMARKS MEXICO CITY, MEXICO											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRAL CODE		24. HOURS	
22 10		64700 WH		45075		3		25. DATE OF BIRTH		26. DATE OF GRADE	
27. DATE OF LET		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF BIRTH		31. DATE OF GRADE		32. DATE OF BIRTH	
04 14 63		04 14 63		04 14 63		04 14 63		04 14 63		04 14 63	
29. HIG. EXPIRES		30. SPECIAL REFERENCE		31. RETIREMENT DATA		32. SEPARATION DATA CODE		33. CORRECTION/CANCELLATION DATA		34. SECURITY REQ. NO.	
MO. DA. YR.		1. CSC 2. FICA 3. NONE		CODE		TYPE		NO. DA. YR.		EOD DATA	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE	
0. NONE 1. 5-YR. 2. 10-YR.		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.				43. FEDERAL TAX DATA			
CODE				CODE				CODE			
0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)				1. YES 2. NO				1. YES 2. NO			
44. STATE TAX DATA				45. STATE TAX DATA				46. STATE TAX DATA			
CODE				CODE				CODE			
0. NO STATE TAX 1. YES 2. NO				0. NO STATE TAX 1. YES 2. NO				0. NO STATE TAX 1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;"> <b>POSTED</b>   </div>											

FORM 1150  
11 62Use Previous  
Edition

SECRET

17

 GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

(When Filled In)

1. Serial No.		2. Name		3. Civil Service Number		4. LSWOP Number	
026090		KEENAN THOMAS J		64 700 CP			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Effective Date	Grade	Step	Salary	Effective Date
GS-10	2	7,939	10/29/61	GS-10	3	7,780	10/28/62
7. TYPE ACTION							
PSI LSI ADI							
8. Remarks and Authorization							
NO EXCESS LROP IN PAY STATUS AT END OF WAITING PERIOD LROP STATUS AT EN. OF WAITING PERIOD CLERKS INITIALS AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>Red P. Holman</i>				DATE: 26-11-62			
PAY CHANGE NOTIFICATION							

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND  
 DCI MEMORANDUM DATED 1 AUGUST 1954, SALARY IS ADJUSTED AS FOLLOWS:  
 EFFECTIVE 18 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD OR ST SALARY	NEW OR ST SALARY
KEENAN THOMAS J	026090	64700	CP 10 2	7,780	7,939

AES: 27 OCT 61

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
020000		KEFNAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						10 29 61		REGULAR			
6. FUNDS		7 TO V		8 TO V		9. COST CENTER NO. (CHARGEABLE)		10. CTC OR OTHER LEGAL AUTHORITY			
FUND		10 TO V		X		2135 5700 1000		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION						MEXICO CITY MEXICO					
13. POSITION TITLE						14. POSITION NUMBER		15. CAREER SERVICE DESIGNATION			
CPS OFFICER						0489		D			
16. CLASSIFICATION (SCHEDULE NO. OR NO.)		17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE					
GS		0136.01		10 2		7160					
20. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODE		24. STATION CODE	25. INTEREST	26. MARITAL CODE	27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF LET		
22	10	64700 WH		45075		3		10 29 61	10 29 61		
30. MTC EXPIRES	31. SPECIAL REFERENCE	32. RETIREMENT DATA		33. SEPARATION DATA CODE	34. CORRECTION/AMENDATION DATA	35. SECURITY REG. NO.		36. SEC			
NO						EOD DATA					
37. VET. PREFERENCE	38. SERV. COMP. DATE	39. LONG COMP. DATE	40. MIL. SERV. CREDIT/LED	41. DEBIT / HEALTH INSURANCE		42. SOCIAL SECURITY NO.					
43. PREVIOUS GOVERNMENT SERVICE DATA				44. LEAVE CAT.		45. FEDERAL TAX DATA		46. STATE TAX DATA			
CODE				CODE		CODE		CODE			
1. NO PREVIOUS SERVICE				1. YES		1. YES		1. YES			
2. BREAK IN SERVICE (LONGER THAN 18 MOS)				2. NO		2. NO		2. NO			
3. BREAK IN SERVICE (SHORTER THAN 18 MOS)				3. YES		3. YES		3. YES			
SIGNATURE OR OTHER AUTHENTICATION											

Form  
0.64

me (Temporary Printing)

SECRET

(0-00)

2. GRADE		3. NAME		4. POSITION		5. FUND		6. ELEMENT			
GS 09		KEENAN THOMAS J		SOPAN		UV					
7. OLD SALARY RATE					8. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE		GRADE	STEP	SALARY	EFFECTIVE DATE			
GS 09	2	\$ 6,175	06	14	59	GS 09	3	\$ 6,285	06	12	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP					10. NUMBER OF HOURS LWOP						
11. IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD					12. INITIALS OF CLERK			13. AUDITED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
14. TYPE OF ACTION <input type="checkbox"/> P.S. <input type="checkbox"/> L.S. <input type="checkbox"/> PAY ADJUSTMENT					15. REMARKS						
16. AUTHENTICATION											
<p style="text-align: center;">EMMETT D. ECHOLS</p> <p style="text-align: center;">PAY CHANGE NOTIFICATION</p>											

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	KEENAN THOMAS J	526090	46 52	GS-09 3	\$ 6,285	\$ 6,765

/S/ EMMETT D. ECHOLS  
DIRECTOR OF PERSONNEL

SECRET  
(When Filled In)

1. Serial No.	2. Name	3. Cost Center/Building	4. LWOP Hours
526090	KEENAN THOMAS J	001/WH 8 UV	
7. OLD SALARY RATE		8. NEW SALARY RATE	
Grade	Step	Salary	Last Eff. Date
GS 09	3	\$ 6,765	04/12/60
Grade	Step	Salary	Effective Date
GS 09	3	\$ 6,765	04/11/61
9. Remarks and Authorizations			
<p>/ / NO EXCESS LWOP</p> <p>/ / IN PAY STATUS AT END OF WAITING PERIOD</p> <p>/ / IN LWOP STATUS AT END OF WAITING PERIOD</p>			
<p style="text-align: center;">EMMETT D. ECHOLS</p> <p style="text-align: center;">PAY CHANGE NOTIFICATION</p>			

SECRET

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
ARE: 113 JAN 1960											
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Sex		5. Race	
526090		KEENAN THOMAS J				Mo. Da. Yr.		M		W	
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		10. Asst. Affiliation		11. Field		12. LEO	
Mo. Da. Yr.		Yes 1 No 2		Yes 1 No 2		Mo. Da. Yr.		Yes 1 No 2		Yes 1 No 2	
01 29 53		1		50 USCA 403 J				05 20 57		2	

PREVIOUS ASSIGNMENT											
14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH III MEXICO CITY, MEXICO STATION				4652		MEXICO CITY, MEXICO				45075	
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. 1 Code USCd. 3 Frgn. 5		OPS OFFICER		0489		GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SO		24. Date Of Grade		25. PSI Date		26. Appropriation Number	
09 2		\$ 6135		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60		0135 5700 3000	

ACTION											
27. Nature Of Action		Code		28. ER Date		29. Type Of Employee		Code		30. Separation Date	
				Mo. Da. Yr. 01 06 60		REGULAR		OM			

PRESENT ASSIGNMENT											
31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP WH BRANCH III MEXICO CITY, MEXICO STATION				4652		MEXICO CITY, MEX.				45075	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. 1 Code USCd. 3 Frgn. 5		OPS OFFICER		0489		GS		0136.01			
38. Grade & Step		39. Salary Or Rate		40. SO		41. Date Of Grade		42. PSI Date		43. Appropriation Number	
09 2		\$ 6135		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60		0135 5700 3000	
44. Remarks											
SUBJECT IS TO BE PAID THE [REDACTED] SALARY OF \$6135 [REDACTED] AND ALLOWANCES IN ACCORDANCE THEREWITH.											
ALL SICK AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED [REDACTED]											

Post  
PCS  
JP

FORM NO. 1150a

SECRET

(4)

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
ALS: 12 DEC 1959															
1. Serial No.		2. Name (Last, First, Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sep.		6. CS-ECB		
526090		KEENAN THOMAS J				Mo. Da. Yr.			Name-0 5 Pt. 1 10 Pt. 2		M 1		Mo. Da. Yr.		
7. SCB		8. CSC Permit		9. CSC Or Other Legal Authority		10. Appt. Authority			11. FLCL		12. LCB		13. Encl. Code		
Mo. Da. Yr.		Yr. 1 11a. 2		Code 1		50 USCA 403			Mo. Da. Yr.		Yes. 1 No. 2		Mo. Da. Yr.		
01 29 53											05 20 57		Yes. 1 No. 2		
PREVIOUS ASSIGNMENT															
14. Organizational Designations						Code		15. Location Of Official Station				Station Code			
CS/CS DEVELOPMENT COMPLEMENT DOP WH						1688		WASH., D. C.				75013			
16. Dept. - Field		17. Position Title				18. Position No.				19. Serv.		20. Occup. Series			
Dept. - 1 Field - 3 Frgn. - 5		Code 1 OPS OFF				090659				GS		0136.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Day		26. Appropriation Number					
09 2		\$ 6135		0		Mo. Da. Yr.		Mo. Da. Yr.		0320 1998					
06 15 58															
ACTION															
27. Nature Of Action				Code		28. Eff. Date		29. Type Of Employee				Code		30. Separation Data	
REASSIGNMENT				67		12 27 59		REGULAR				01			
PRESENT ASSIGNMENT															
31. Organizational Designations						Code		32. Location Of Official Station				Station Code			
DOP WH BRANCH III MEXICO CITY, MEXICO STATION						4652		MEXICO CITY, MEXICO				45075			
33. Dept. - Field		34. Position Title				35. Position No.				36. Serv.		37. Occup. Series			
Dept. - 1 Field - 3 Frgn. - 5		Code 5 OPS OFFICER				0489				GS		0136.01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Day		43. Appropriation Number					
09 2		\$ 6135		0		Mo. Da. Yr.		Mo. Da. Yr.		0135 5700 3000					
06 15 58															
44. Remarks															
1-6-60 RAH															

FORM 10 1150a

1 MAR 57

12-18-57

SECRET

(4)

SECRET

(When Filled In)

DEC:4 SEPT 59

## NOTIFICATION OF PERSONNEL ACTION

1. Action No. 526090			2. Name of Person KEENAN THOMAS J			3. Date of Action Mo. Da. Yr. 01 29 53			4. Vol. Ref. 1. Code 3. Pr-1 10-12			5. Sex M 1			6. CS. FOD Mo. Da. Yr. 05 20 57		
7. SCID			8. CSC Rating			9. CSC Or Other Legal Authority			10. Appt. Authority Mo. Da. Yr. 11-2 /			11. Title LCD			12. LCB		
13. Yes. 1 No. 2			14. Code			15. USCA 403 J			16. Yes. 1 No. 2			17. Code			18. Yes. 1 No. 2		

## PREVIOUS ASSIGNMENT

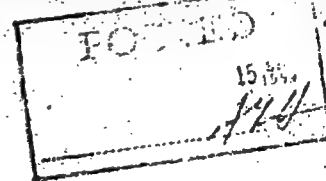
14. Organizational Designations DDP WH BRANCH III CENTRAL AMERICA SECTION				Code 4613		15. Location Of Official Station WASH., D. C.				Station Code 75013		
16. Dept. - Field Dept. - 1 USID - 3 Prgh - 5		17. Position Title Code 2 OPS OFF PR		18. Position No. 0070		19. Serv. GS		20. Occup. Series 0136.31				
21. Grade & Step 09 2		22. Salary Or Rate \$ 6135		23. SD D		24. Date Of Grade Mo. Da. Yr. 06 15 59		25. PSI Due Mo. Da. Yr. 06 14 59		26. Appropriation Number 9 3500 20 001		

## ACTION

27. Nature Of Action REASSIGNMENT - TRANSFER TO		Code 05		28. LN. Date Mo. Da. Yr. 09 06 59		29. Type Of Employee REGULAR		Code 22		30. Separation Date	
--	--	------------	--	---	--	---------------------------------	--	------------	--	---------------------	--

## PRESENT ASSIGNMENT

31. Organizational Designations CS/CS DEVELOPMENT COMPLEMENT DDP WH				Code 4688		32. Location Of Official Station WASH., D. C.				Station Code 75013	
33. Dept. - Field Dept. - 1 USID - 3 Prgh - 5		34. Position Title Code 1 OPS OFF		35. Position No. 090659		36. Serv. GS		37. Occup. Series 0136.01			
38. Grade & Step 09 2		39. Salary Or Rate \$ 6135		40. SD D		41. Date Of Grade Mo. Da. Yr. 06 15 58		42. PSI Due Mo. Da. Yr. 06 12 60		43. Appropriation Number 0320 1998	
44. Remarks EXTENDED TRAINING.											



Form No. 1150a

SECRET

(4) L 1

IN LIEU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING  
FROM R-20-250

SFR #	NAME	SD	OLD SLOT	NEW SLOT	DATE
126090	KEENAN THOMAS J	D	0070	486	04/28/59

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J		3. ASSIGNED ORGAN. DDP/WH 3		4. FUNDS V-20		5. ALLOTMENT 2531	
6. OLD SALARY RATE						7. NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE
GS 9	1	5,985	MO.	DA.	YR.	GS 9	2	6,135	MO. DA. YR.
			06	15	50				06 14 59
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP									
IF EXCESS LWOP, CHECK FOLLOWING:									
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD									
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD									
9. NUMBER OF HOURS LWOP									
10. INITIALS OF CLERK									
11. AUDITED BY									
12. PROJECTED SALARY RATE AND EFFECTIVE DATE									
GRADE	STEP	SALARY	MO.	DA.	YR.	13. REMARKS			
14. AUTHENTICATION									
<p style="text-align: center;">65. H/1510 9 MO</p> <p style="text-align: center;">PERIODIC STEP INCREASE AUTHENTICATION</p>									

**SECRET**

PERSONNEL FOLDER 181

**SECRET**  
(When Filled In)

ARE: 23 JAN 1959

## NOTIFICATION OF PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle)		3. Date Of Birth		4. Vet. Pref.		5. Sex		6. CS - EOD	
126090		KEENAN THOMAS J		Mo. Da. Yr.		None-0 5 Pt-1 10 Pt-2		1 M 1		Mo. Da. Yr. 05 20 57	
7. SCB		8. CSC Permit		9. CSC Or Other Legal Authority		10. Apmt. Affidav.		11. FEGLI		12. LCD	
Mo. Da. Yr. 01 29 53		Yes-1 No-2 1		50 USCA 403 J		Mo. Da. Yr. 05 20 57		Yes-1 No-2 05 20 57		Yes-1 No-2 2	

### PREVIOUS ASSIGNMENT

14. Organizational Designations		Code		15. Location Of Official Station		Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS		2810		WASH., D.C.		75013	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.	
Dept - 8 USfld - 4 Frgr - 6		2 JOT		0748.16		GS	
20. Occup. Series		21. Grade & Step		22. Salary Or Rate		23. SD	
0090.01		09 1		\$ 5985		ST	
24. Date Of Grade		25. PSI Due		26. Appropriation Number			
Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 14 59		8 7507 20			

### ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT - CHANGE OF SERVICE DESIGNATION		57		01 25 59		REGULAR		01			

### PRESENT ASSIGNMENT

31. Organizational Designations		Code		32. Location Of Official Station		Station Code	
DDP WH BRANCH III CENTRAL AMERICA SECTION		4613		WASH., D. C.		75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.	
Dept - 2 USfld - 4 Frgr - 6		OPS OFF PP		0070		GS	
37. Occup. Series		38. Grade & Step		39. Salary Or Rate		40. SD	
0136.31		09 1		\$ 5985		D	
41. Date Of Grade		42. PSI Due		43. Appropriation Number			
Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 14 59		9 3500 20 001			

44. Remarks

**POSTED**  
11/15/59  
*[Signature]*

FORM NO 1150  
1 MAR 57

**SECRET**

(4)

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	126090	GS-09-1	\$ 5,440	\$ 5,985

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

SECRET

**SECRET**  
(When Filled In)

LVL 1: JUNE 58												<b>NOTIFICATION OF PERSONNEL ACTION</b>											
1. Serial No.			2. Name (Last-First-Middle)						3. Date Of Birth			4. Vac. Prod.			5. Sex			6. CS - EOD					
126090			KEENAN THOMAS J						Mo. Da. Yr.			None-0 3 Pt-1 10 Pt-9			Code 1 M 1			Mo. Da. Yr. 05 20 57					
7. SCD			8. CSC Rmt.			9. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FLC/L			12. LCD			13. M. Code					
Mo. Da. Yr. 01 29 53			Yes-1 No-2			Code 1			50 USCA 403			Mo. Da. Yr. Mo. Da. Yr.			Yes-1 No-2			Code 05 20 57 Yes-1 No-2					

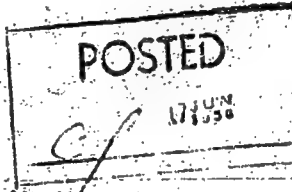
**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS						WASH., D.C.					
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept - 2 USIld - 4 Frqn - 6		Code 2 JOT		0748.16		GS		0090.01			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
07 2		\$ 4660		ST		Mo. Da. Yr.		Mo. Da. Yr.		8 7507 20	

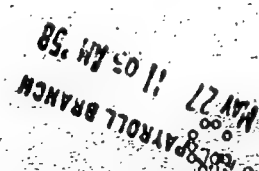
**ACTION**

27. Nature Of Action		Code		28. Fil. Date		29. Type Of Employee		Code		30. Separation Data	
PROMOTION		30		06 15 58		REGULAR		01			

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS				2810		WASH., D.C.				75013	
33. Dept. Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept - 2 USIld - 4 Frqn - 6		Code 2 JOT		0748.16		GS		0090.01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
09 1		\$ 5440		ST		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 14 59		8 7507 20	
44. Remarks											
<div align="center">  </div>											

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J		3. ASSIGNED ORGAN DDS/JOTC		4. FUNDS V-20		5. ALLOTMENT	
6. OLD SALARY RATE				7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE
GS	7	\$ 4,525	NO.	DA.	YR.	GS	7	\$ 4,660	NO. DA. YR.
									06 01 58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER									
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP			9. NUMBER OF HOURS LWOP						
IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD			10. INITIALS OF CLERK			11. ACCEPTED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL									
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS			
GRADE	STEP	SALARY	NO.	DA.	YR.				
14. AUTHENTICATION									
<p align="center">  <b>SECRET</b> </p>									
PERIODIC STEP INCREASE - AUTHENTICATION									

FORM NO. 560b  
1 MAR. 58

**SECRET**

PERSONNEL FOLDER (4)

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J		3. ASSIGNED ORGAN DDS/JOTC 3A		4. FUNDS V-20		5. ALLOTMENT	
6. OLD SALARY RATE				7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE
GS	7	\$ 4,525	NO.	DA.	YR.	GS	7	\$ 4,660	NO. DA. YR.
									06 01 58
REMARKS									
CERTIFICATION									
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.									
TYPED, OR PRINTED, NAME OF SUPERVISOR William Keel			DATE 23 May 58		SIGNATURE OF SUPERVISOR <i>William Keel</i>				
PERIODIC STEP INCREASE - CERTIFICATION									

FORM NO. 560  
1 MAR. 58

**SECRET**

PERSONNEL FOLDER (4)



CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

F.C. 19 Apr 57  
1v1 C-7613

1. NAME (Last - First - Middle - One Given Name, Initials, and Suffixes) <b>MR. THOMAS J. KEZMAN 126070</b>		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE <b>20 May 1957</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (Use Standard Terminology) <b>EXCEPTED APPOINTMENT</b>		6. EFFECTIVE DATE <b>20 May 1957</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 U.S.C. 403.3</b>	
FROM		TO		
8. POSITION TITLE		<b>JOE U-748.16</b>		
9. SERVICE, SERIES, GRADE, SALARY		<b>GS-0090.01-7 \$425.00 per annum</b>		
10. ORGANIZATIONAL DESIGNATION		<b>DIB/OTR</b>		
<b>261000</b>		<b>Junior Officer Trainee Corps</b>		
11. HEADQUARTERS		<b>Washington, D. C.</b>		
<b>2</b>				
12. FIELD OR DEPT'L		13. VETERAN'S PREFERENCE		
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5-PT <input type="checkbox"/> 10-POINT		
14. POSITION CLASSIFICATION ACTION		15. DATE OF APPOINTMENT (Affidavits, Inclosures Only)		
NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/>		<b>20 May 1957</b>		
16. APPROPRIATION		17. SUBJECT TO C. & RETIREMENT ACT (Yes, No)		
FROM: <b>7-7504-20</b>		<b>Yes</b>		
TO: <b>750-13</b>				
18. REMARKS: <b>RC-078</b> <b>Subject to the satisfactory completion of a medical examination.</b> <b>Subject to the satisfactory completion of a trial period of one year.</b>  <b>DOG: 05/20/57</b> <b>CEOD: 05/20/57</b> <b>LCD: 05/20/57</b> <b>SCD: 01/29/53</b>  <b>PSI due 06/01/58</b>				
ENTRANCE PERFORMANCE RATING: <b>Director of Personnel</b>				
4. PERSONNEL FOLDER COPY				

POSTED

13 MAY 31 1957

**CONFIDENTIAL**  
CLASSIFICATION

**FITNESS REPORT**

<b>SECTION A</b>		<b>GENERAL INFORMATION</b>	
1. EMPLOYEE NUMBER <b>026090</b>	2. NAME (Last, first, middle) <b>Keenan, Thomas J.</b>	3. GRADE <b>GS-15</b>	4. DQB <b>DQB</b>
5. OFFICIAL POSITION <b>Ops Officer, DChief</b>	6. OFFICE/UNIT/POST <b>DDO/LA/OPS</b>	7. LOCATION <b>Headquarters</b>	8. MOD. <b>X</b>
9. TYPE OF APPOINTMENT		10. TYPE OF REPORT	
<input checked="" type="checkbox"/> <b>CAREER</b>	<input type="checkbox"/> <b>RESERVE</b>	<input type="checkbox"/> <b>TEMPORARY</b>	<input type="checkbox"/> <b>INITIAL</b>
<input type="checkbox"/> <b>CONTRACT</b>	<input type="checkbox"/> <b>SPECIAL</b>	<input type="checkbox"/> <b>OTHER</b>	<input checked="" type="checkbox"/> <b>ANNUAL</b>
		<input type="checkbox"/> <b>ASSIGNMENT</b>	<input type="checkbox"/> <b>SPECIAL</b>
13. REPORTING PERIOD (FROM-TO) <b>1 Jan 77 - 3 Dec 77</b>		14. DATE REPORT DUE IN O.P. <b>January 1978</b>	

**SECTION B QUALIFICATIONS UPDATE**

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

YES ☐ NO ☐

**SECTION C PERFORMANCE EVALUATION**

**U - Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or recommended should be described.

**M - Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

**P - Proficient** Performance is satisfactory. Desired results are being produced in the manner expected.

**S - Strong** Performance is characterized by exceptional proficiency.

**O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

**SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

<b>SPECIFIC DUTY NO. 1</b>	<b>RATING LETTER</b>
SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT	
<b>SPECIFIC DUTY NO. 2</b>	<b>RATING LETTER</b>
<b>SPECIFIC DUTY NO. 3</b>	<b>RATING LETTER</b>
<b>SPECIFIC DUTY NO. 4</b>	<b>RATING LETTER</b>
<b>SPECIFIC DUTY NO. 5</b>	<b>RATING LETTER</b>
<b>SPECIFIC DUTY NO. 6</b>	<b>RATING LETTER</b>

**OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

**RATING LETTER**

**O**

0278



SECTION D		CLASSIFICATION	
NARRATIVE COMMENTS			
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Of a recommendation for continuing in the position, state the reasons for the recommendation. If required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manager of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.</p>			
SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT			
SECTION E CERTIFICATION AND COMMENTS			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		1. BY SUPERVISOR	
DATE		IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
41 January 1978		file:	
OFFICIAL TITLE OF SUPERVISOR		TYPED OR PRINTED NAME AND SIGNATURE	
Deputy Chief, LA Southern Region		Joseph Di Stefano	
2. BY EMPLOYEE		DATE	
I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.		SIGNATURE OF EMPLOYEE	
17 Jan 1978		George V. Lauder	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Subject is an especially able staff officer, one of the best around. Intelligent, possessing a quick, retentive mind, excellent with detail, able to rapidly identify problem areas, a quick, accurate and clear drafter, having a mind of his own and willing and able to express his opinions firmly and articulately, but always pleasant, conservative by nature, he thinks his problems through but gets things done accurately and quickly. Whenever I had a staff problem, I knew I could count on Mr. Keenan to get the necessary done.</p>			
DATE		(continued)	
17 Jan 1978		TYPED OR PRINTED NAME AND SIGNATURE	
OFFICIAL TITLE OF REVIEWING OFFICIAL		George V. Lauder	
Deputy Chief, Latin America Division			
4. BY EMPLOYEE		DATE	
I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.		SIGNATURE OF EMPLOYEE	
17 Jan 78		George V. Lauder	
CLASSIFICATION			
CONFIDENTIAL			

CONFIDENTIAL

4 JAN 1978

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan

1. During the first six weeks of the reviewing period, Mr. Keenan continued as Chief of the Mexico and Central America Branch, the Division's most demanding geographic unit. His performance during this period continued at the same Strong level detailed in the last Fitness Report.

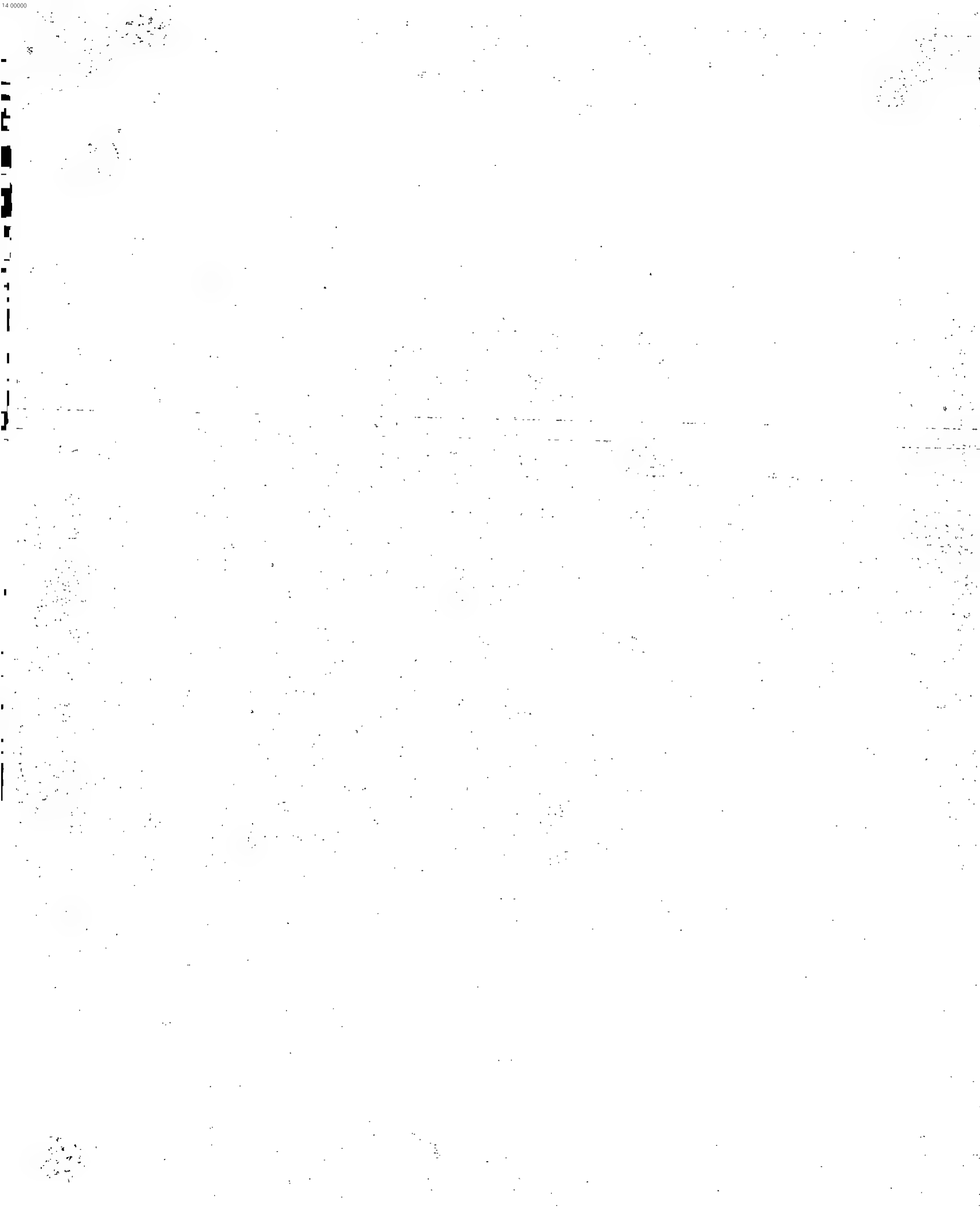
2. During February, as part of a determined effort to strengthen the Division's Operations Staff, Mr. Keenan was moved up to fill one of the two Deputy Chief slots in that unit. As of 1 July, he was the sole Deputy of the Staff. As set up in Latin America Division, the Operations Staff had both staff and line functions. It had broad coordinating responsibilities with all elements outside the Division, served as the focal point for all senior staff requests for studies and reports, stimulated and coordinated Division operational activities and reviewed the effectiveness of Division programs. All Division operational traffic flowed through the Ops Staff where better than 80 per cent of the traffic was released.

3. Mr. Keenan was assigned primary responsibility for close review and staff action relating to the northern area (Mexico, Central America, the Caribbean plus Guyana and Surinam in South America). In addition, he served as the staff referent [redacted] throughout the Division [redacted].

4. I consider myself singularly fortunate to have had Mr. Keenan as my Deputy. I assumed the Chief/Ops responsibility in April 1977 and immediately discovered that ground rules were different, legal strictures impinged on many operational decisions, and the almost constant senior staff requests affected one's ability to concentrate on operations. Mr. Keenan was extremely helpful in providing substantive briefings, guiding me through the legal and policy complications and pointing out the shoals. He made many valuable suggestions on how to handle the work load without drowning in paper.

E2 IMPDET  
CL BY 19812

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5. Mr. Keenan has an agile and retentive mind. He is quick at distinguishing the wheat from the chaff. He does his homework and I have never known him to go off half cocked. In making operational judgments, his initiative is tempered by a healthy dose of prudence. Mr. Keenan's writing is first rate; his prose is lean, often elegant, and always precise. I have admired his talents as a briefer. His presentations are balanced and detailed, often spiced with his engaging humor.

6. Mr. Keenan's tenure with the Ops Staff was a very intensive period. He normally worked an eleven-hour day and Saturdays as well. I take some pride in the fact that there never developed an antagonist relationship between the operating branches and the Ops Staff. Mr. Keenan deserves much of the credit for this. While often taking issue with branch positions and written work, he was unfailingly courteous, good humored, and helpful. His counsel was often sought on difficult problems.

7. A significant and time-consuming aspect of the Ops Staff's work concerned screening operational traffic for compliance with E.O. 11905 and ensuring that U.S. person strictures were scrupulously observed. I found Mr. Keenan's general knowledge in these areas unmatched among the non-lawyers of the Agency.

8. Mr. Keenan shared with me the responsibility for supervising the work of two operations officers and one secretary. He is an excellent supervisor who manages (despite the belief of some that it is not possible) to be both exigent and pleasant. He cares about people, and as noted in the previous Fitness Report, takes special interest in developing younger officers.

9. In addition to his Operations Staff responsibilities, Mr. Keenan served as the Division EEO Officer. He also served for nine months on a time-consuming DDO task force concerned with a [redacted]

He performed these responsibilities with the same thoughtfulness and effectiveness he applies to everything else.

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10. The Operations Staff was disbanded in early November as part of the Latin America Division reorganization. In recognition of his splendid performance on the Ops Staff, Mr. Keenan was made Chief of a combined Coordination/Plans Staff with a T/O of [redacted]. This staff will retain most of the coordination functions of the Ops Staff but not the line functions.

11. This is a splendid officer, certainly one of the most promising GS-15's in the Division. He clearly earned an Outstanding rating for the period under review.

*Joseph D. Stefano*  
Joseph Di Stefano  
Deputy Chief,  
LA Southern Region

*Thomas J. Keenan*  
Thomas J. Keenan

*4/1*  
Date *May 1978*

CONFIDENTIAL

COMMENTS OF REVIEWING OFFICIAL continued

While I personally handled the first week or so of the myriad problems associated with a wide-spread investigation of an alleged plot against [redacted] I subsequently turned the responsibility for it over to Mr. Keenan and he represented the Division with the DDO, CI Staff and Secret Service on this important and seemingly never ending problem area. This involved a lot of extra hours work and had to be handled meticulously. He performed these responsibilities impeccably.

During the past year he made many contributions to the smooth functioning of the division. Not least among them was the fact that having fully familiarized himself with US laws, Executive Orders, regulations, notices, etc., which have increasingly affected our operations programs, he ensured that our operational business was always in meticulous compliance with the spirit as well as the letter of these seemingly myriad "don'ts." Similarly, we had to produce staff papers in a hurry, often synthesizing a great deal of detail or alternatively presenting a great deal of detail. Mr. Keenan saw that the job was accomplished on time and with good style.

Although he was the junior member of the [redacted] Operations Staff, on occasion he served as the Acting Chief. He handled the CORPS function with his usual dedication and good judgment.

As the rating officer has mentioned, when the division was reorganized in November, we decided to combine the Operations Staff's staff, but not command, functions with those of the Plans Staff. Mr. Keenan was the obvious choice for this important and challenging assignment which will tax his abilities and broaden his experience. He is one of our best GS-15 officers and has additional growth potential in the Clandestine Service. He is a good operations officer as well as a good staff officer and is qualified to manage one of our [redacted] Latin America Division Stations.

CONFIDENTIAL  
CLASSIFICATION

FITNESS REPORT									
SECTION A GENERAL INFORMATION									
1. EMPLOYEE NUMBER 026090		2. NAME (Last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH M		5. GRADE GS-15		6. BU DOB	
7. OFFICIAL POSITION TITLE Operations Officer, Ch		8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/MCA		9. CURRENT STATION Headquarters		10. TIME (E.S.T.) MOS		11. OF	
11. TYPE OF APPOINTMENT				12. TYPE OF REPORT					
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL		<input checked="" type="checkbox"/> ANNUAL	
<input type="checkbox"/> CONTRACT		<input type="checkbox"/> SPECIAL		<input type="checkbox"/> OTHER		<input type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL	
13. REPORTING PERIOD (FROM-TO) 1 Jan 76-31 Dec 1976				14. DATE REPORT DUE IN G.P. January 1977					
SECTION B QUALIFICATIONS UPDATE									
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.									
SECTION C PERFORMANCE EVALUATION									
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be noted in Section D and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>									
SPECIFIC DUTIES									
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
SPECIFIC DUTY NO. 1								RATING LETTER	
SEE MEMORANDUM IN LIEU OF FITNESS REPORT.									
SPECIFIC DUTY NO. 2								RATING LETTER	
SPECIFIC DUTY NO. 3								RATING LETTER	
SPECIFIC DUTY NO. 4								RATING LETTER	
SPECIFIC DUTY NO. 5								RATING LETTER	
SPECIFIC DUTY NO. 6								RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION									
Rate into account everything about the employee which influences his effectiveness in his current position both on performance of specific duties, productivity, conduct on job, responsiveness, personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.								RATING LETTER	
								S	

FORM 45 USE PREVIOUS EDITIONS

CLASSIFICATION

12. REPORT CL BY 056592

CLASSIFICATION

## SECTION D

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, may be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

8

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

31 March 1977

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE

George V. Lauder

## 2. BY EMPLOYEE

I HAVE ☒ OR HAVE NOT ☐ ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.

DATE

11 April 77

SIGNATURE OF EMPLOYEE

George V. Lauder

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This is an exceptionally well-written and informative report on Mr. Keenan. I agree with all that is said about him. He is indeed one of our better GS-15 officers--alert, conscientious, well-balanced, articulate. He also has excellent judgement and good command presence. He has a good future in the Agency.

DATE

7 Apr 77

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE

Raymond A. Warren

## 4. BY EMPLOYEE

I HEREBY HAVE BEEN THE ENTIRE IN ALL SECTIONS OF THIS REPORT. I HAVE ☐ HAVE NOT ☒ ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

SIGNATURE OF EMPLOYEE

George V. Lauder

CLASSIFICATION

CONFIDENTIAL


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CONFIDENTIAL

Branch Chief's attention, the other Stations, particularly [redacted] which has an active operational program, and [redacted] required regular attention and the lesser posts could not be neglected. The Branch performed well in these regards too. In short, I was pleased by the rapidity with which Mr. Keenan got on top of his responsibilities and by the intelligence, thoughtfulness, energy and professional skills he displayed in carrying them out.

Mr. Keenan is an intense, thorough, common sense, sound officer who while quick witted, thinks problems through, sees the holes and takes steps to fill them. He does his home work and doesn't go off half-cocked; yet he gets the job done quickly. He tends toward the conservative side in making judgments. While he has a pleasant way with people, he has firm convictions, and he is articulate, very forthright but not offensive in expressing what is on his mind. A strong supervisor, he is on top of the activities of his unit, demands results, isn't afraid to be firm with his subordinates but is thoughtful and concerned about their welfare. He cares a lot about people and is interested in developing younger officers assigned to him. Because of these qualities, he was selected to be the Division's EEO officer when we needed a new one a few months ago. He has performed this role in his usual thoughtful and efficient fashion. He writes quickly and well. No one is more conscientious than he. He really cares about his job and tries to produce the best possible product. All in all, he was one of our best Branch Chiefs and deserves a solid "Strong" for his efforts.

In February 1977, one of the Deputy Chiefs of Operations jobs in the Division came open. Because of his demonstrated all around ability, personal qualifications and potential, he was selected from among the Branch Chiefs in the Division to fill that position. The job will broaden him and equip him for even more responsible posts in the field as either a Station Chief or for more senior positions at Headquarters. He is clearly one of our promising GS-15 officers.

  
George V. Lauder  
Deputy Chief  
Latin America Division

  
Thomas J. Keenan

4 April 77  
Date

SECRET

FITNESS REPORT									
<b>SECTION A GENERAL INFORMATION</b>									
1. EMPLOYEE NUMBER 026090		2. NAME (Last, First, Middle) Keenan, Thomas J.			3. DATE OF BIRTH M		4. GRADE GS-15		5. SD D
7. OFFICIAL POSITION TITLE Chief of Station				8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/CAR		9. CURRENT STATION Kingston		10. DATE OF REPORT NOV 75	
11. TYPE OF APPOINTMENT					12. TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> CONTRACT		<input type="checkbox"/> TEMPORARY		<input checked="" type="checkbox"/> ANNUAL	
<input type="checkbox"/> OTHER (Specify)		<input type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL					
13. REPORTING PERIOD (From-To) 1 January 1975 - 31 December 1975					14. DATE REPORT DUE IN O.P. January 1976				
<b>SECTION B QUALIFICATIONS UPDATE</b>									
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.									
<b>SECTION C PERFORMANCE EVALUATION</b>									
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial action taken or recommended should be described.</p> <p><b>P-Profitant</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>									
<b>SPECIFIC DUTIES</b>									
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
SPECIFIC DUTY NO. 1								RATING LETTER	
See attached memorandum									
SPECIFIC DUTY NO. 2								RATING LETTER	
SPECIFIC DUTY NO. 3								RATING LETTER	
SPECIFIC DUTY NO. 4								RATING LETTER	
SPECIFIC DUTY NO. 5								RATING LETTER	
SPECIFIC DUTY NO. 6								RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>									
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular strengths or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.								RATING LETTER	
								S	

FORM 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION  
SECRET

17. REPORT CI BY 107034

CLASSIFICATION

## SECTION D

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on financial savings realized. If required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

20 April 1976

D/C/LA

/s/Raymond A. Warren

## 2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE

SIGNATURE OF EMPLOYEE

HAVE ATTACHED

HAVE NOT ATTACHED

1 July 1976

/s/Thomas J. Keenan

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See attached

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

20 April 1976

C/LA

/s/Richard S. Sampson

## 4. BY EMPLOYEE

I CERTIFY THAT I HAVE BEEN THE ENTIRE IN ALL SECTIONS OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

1 July 1976

/s/Thomas J. Keenan

CLASSIFICATION

SECRET

SECRET

20 April 1976

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan  
1 January - 31 December 1975

From January to July of this reporting period Mr. Keenan finished his tour as Chief of Station, Kingston. In addition to himself there were [redacted] other case officers at the Station. Its total complement was [redacted] persons. Mr. Keenan entered the Army War College in July 1975.

During the last six months of his tour, the Station had three things going for it:

[redacted]  
Of these the latter turned out to be the most worthwhile.

Mr. Keenan's relations [redacted] during this period were good. No problems of any kind were noted. The operational environment continued bad due to the high incidence of crime.

Mr. Keenan is an able, experienced officer with good personal presence. He is measured in his operational approach and in his management style. He is a man of good judgment, has an agreeable personality and inspires confidence; he can be counted on to do a creditable job without a lot of fanfare.

In the last six months of his tour as Chief of Station, Kingston, I would rate his overall performance as "Strong."

*Raymond A. Warren*  
Raymond A. Warren  
Deputy Chief  
Latin America Division

SECRET

E2 IMPDET  
CL BY 009560

SECRET

Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report

COMMENTS OF REVIEWING OFFICIAL

Mr. Keenan had departed Station Kingston <sup>shortly after</sup> ~~by the time~~ I assumed charge of Latin America Division in May 1975. Therefore, I am not able to comment on his performance as Chief of Station, Kingston during the first five months of 1975. I would like to note, however, that Mr. Keenan served under me when I was Chief of Station from 1965-1968 and I am acquainted with his personality and operational proficiency. On this basis, while I did not observe his performance as Chief of Station first hand, I generally concur with the Rating Officer's comments and overall performance evaluation of "Strong."

As a person, Mr. Keenan is a mature, dedicated officer with a pleasing personality. He gets along well with his peers and subordinates and is respected by them. I have selected him to be Chief of the Mexican and Central American Branch which is one indicator of the confidence I have in his ability. This will be an excellent test of Mr. Keenan's administrative and managerial ability since this branch is one of our largest in Latin America Division.

*R. S. Sampson*  
Richard S. Sampson  
Chief  
Latin America Division

I certify that I have seen all entries in this report.

*Thomas J. Keenan*  
Thomas J. Keenan

*Aug 18 1976*  
Date

CLASSIFICATION

## FITNESS REPORT

## SECTION A

## GENERAL INFORMATION

1. EMPLOYEE NUMBER 026090	2. NAME (last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH M	4. SEX M	5. GRADE GS-15	6. SD D
7. OFFICIAL POSITION TITLE Chief of Station		8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/CAR	9. CURRENT STATION Kingston		10. CODE (15 and) NOS. DP
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (Spec.) <input type="checkbox"/> TEMPORARY			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (from-to) 1 July 1974 - 31 December 1974			14. DATE REPORT DUE IN O.P. 31 January 1975		

## SECTION B

## QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

## SECTION C

## PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter, which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1  See Attached MEMORANDUM IN LIEU OF FITNESS REPORT	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance on specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S

FORM 45

CLASSIFICATION

SECRET

12. IMPDET CI-87

(4)

CLASSIFICATION

## SECTION D

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C (4); provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, office equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

## 2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE

SIGNATURE OF EMPLOYEE

HAVE ATTACHED

HAVE NOT ATTACHED

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

## 4. BY EMPLOYEE

I CERTIFY THAT I HAVE BEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.

DATE

SIGNATURE OF EMPLOYEE

CLASSIFICATION

SECRET

13 January 1975

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan  
1 July 1974 - 31 December 1974

Mr. Keenan took over as COS Kingston in September 1974. This is his first COS assignment. The Kingston Station is composed of [redacted] employees of [redacted] total complement

As one of the principal Caribbean sources of bauxite, Jamaica is of importance to the U.S. The arbitrary taxes levied on the U.S. bauxite company in Jamaica has been a source of conflict between the two governments. There is a Cuban and Chinese presence in Jamaica. Perhaps the single most important factor affecting the environment and personal lives of our Station members is the very high level of crime in Kingston, especially rape.

In reviewing the past fitness reports none has yet been written specifically commenting on his performance as COS in Kingston. I will attempt to fill that gap with this one.

From the past we know that Mr. Keenan is an excellent officer with good operational instincts. After a year in Kingston as COS we now also see that he can perform as a manager. Upon his return from Kingston this year Mr. Keenan will attend the Army War College to continue his career development. I rate his overall performance as COS in Kingston as "Strong."

*Raymond A. Warren*  
Raymond A. Warren  
Deputy Chief  
Latin America Division

SECRET

E2 IMPDET  
CL BY 009560

SECRET

Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report

COMMENTS BY REVIEWING OFFICIAL:

I concur in the evaluation of strong. It should be pointed out that Mr. Keenan has been operating under very difficult circumstances for which I am responsible. It was on my recommendation that he was pulled out of Lima for Kingston. I remembered this as a Caribbean paradise, but later found out that it was a most difficult situation--especially for someone like Mr. Keenan with a large family of small girls. Given this personal problem, it is understandable that Mr. Keenan did not perform in a more dramatic manner. He did quite well and will, I think, benefit from his upcoming war college stint.

  
David A. Phillips, Chief, LA Division

14 January 1975  
Date

I certify that I have seen all entries in all sections of this report.

/s/Thomas J. Keenan  
Thomas J. Keenan

HJKT-1902, 24 Jan 75  
24 January 1975  
Date

Copy sent to subject via HJKS-1120, 15 Jan 1975.

CLASSIFICATION

## FITNESS REPORT

## GENERAL INFORMATION

## SECTION A

1. EMPLOYEE NUMBER 026090	2. NAME (Last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH	4. SEX M	5. GRADE GS-14	6. SD D
7. OFFICIAL POSITION TITLE Chief of Station		8. OFF/DIV OR OF ASSIGNMENT DDO/WH/7	9. CURRENT STATION Kingston		10. CODE (10-00) HQS. DP
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (Spec.) <input type="checkbox"/> TEMPORARY			12. TYPE OF REPORT ANNUAL <input checked="" type="checkbox"/> RETIREMENT SUPERVISOR REASSIGNMENT <input type="checkbox"/> SPECIAL <input type="checkbox"/>		
13. REPORTING PERIOD (from-to) October 1973 - 30 June 1974			14. DATE REPORT DUE IN O.P.		

## SECTION B

## QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

## SECTION C

## PERFORMANCE EVALUATION

U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S—Strong	Performance is characterized by exceptional proficiency.
O—Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 Chief of Station, Kingston	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S

FORM 45 OBSOLETE PREVIOUS EDITIONS

CLASSIFICATION

CONFIDENTIAL

82, IMPDET CL BY

JUN 1974

Mg

CONFIDENTIAL

FITNESS REPORT		NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
<b>SECTION A: GENERAL INFORMATION</b>					
1. EMPLOYEE NUMBER 026090	2. NAME (last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH	4. SEX M	5. GRADE & SO GS-14 D
7. OFFICIAL POSITION TITLE Ops Officer, DCOS		8. OFF/DIV/BR OF ASSIGNMENT DDO/NH/3		9. CURRENT STATION Lima, Peru	
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> 31-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL
12. REPORTING PERIOD (From-to) 1 Nov 1972 - 14 Sept 73			13. DATE REPORT DUE IN O.P.		
<b>SECTION B: PERFORMANCE EVALUATION</b>					
<p><b>U—Unsatisfactory</b> Performance is unsatisfactory. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M—Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial action taken or recommended should be described.</p> <p><b>P—Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S—Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O—Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					<b>RATING LETTER</b>
SPECIFIC DUTY NO. 1 DCOS					S
SPECIFIC DUTY NO. 2 ACOS					S
SPECIFIC DUTY NO. 3 Senior Station Case Officer					O
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					<b>RATING LETTER</b> S

FORM 45N

CONFIDENTIAL

E. J. IMPDET C. BY 00762

(4)

**CONFIDENTIAL**

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This report is occasioned by Subject's early departure from Lima, before end of tour, to assume the duties of COS in Kingston, Jamaica. That fact alone attests the esteem in which he has been held by Hqs and, when the proposal for that assignment was made, also expressed once again by the rater.

Subject had not yet completed his first two years as a DCOS and this was his first crack at that level of responsibility. So his rise of late has been rapid, although of course it is based on abilities and experience developed and polished in the course of a number of tours overseas prior to his coming to Lima. These have all been spent in the Latin environment so the Caribbean will be for him a completely new world. This will be a healthy change for him and is managerially sound as well for the Station to which he is going.

As DCOS in Lima, Subject has shown a high order of operational soundness, administrative good sense, and a conscientiousness about his work that permitted COS to delegate without hesitation both specific problems in any area or even whole sections of Station activity for him to carry out or to supervise. Subject is a prudent man who thinks things through before acting. He weighs the pros and cons carefully, is quite CI-minded (an indispensable attribute in this semi-hostile climate), and then acts promptly. His judgment, while it tends to come down on the conservative side, is invariably soundly based. His periods of serving as Acting COS have been competently handled as well, always within his understanding of what the COS would want done if he were here.

As a supervisor, Subject has the right combination of patience and firmness when dealing with younger case officers who want to be off and running. He encourages their

/CONTINUED/

**SECTION D**

**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE Not Dated  
o/a 10 Sep 1973

SIGNATURE OF EMPLOYEE  
/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  
15

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE Not Dated

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

o/a 10 Sep 1973

Chief of Station

/s/ Richard S. Welch

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

There is little more that can be added to this eloquent report. Mr. Keenan's exceptional characteristics and abilities and his fine performance as DCOS, Lima, an unusually active, busy station, have led to his present assignment as COS, Kingston. The rating officer has stated that Mr. Keenan's rise of late has been rapid and this is true. However, all that he has achieved he has worked very hard for and certainly earned; and despite the fact he has a youthful face and a somewhat boyish manner, he is not all that young in years, so the present grade and position are hardly inconsistent with his age. Viewing the record and this man's potential, there is every reason to expect that he will continue to progress up the managerial ladder at essentially the same pace we have seen in the last three or four years.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

12 November 1973

Chief, WH/Branch 3

Richard L. Conolly

**CONFIDENTIAL**

CONFIDENTIAL

SECTION C continued....

aggressiveness but at the same time enlightens them on the virtue of looking over their shoulder at who may be after them as well as on the advantages of doing their homework first. Usually the upshot has proved him right.

In running his own cases, Subject is meticulous and very thorough, preparing himself for eventualities as well as maximum disseminable information. He has personally handled two difficult cases while here and has gotten what there was to

Subject, as noted before, has a cherry exterior that covers a deeply serious person within. His easy and forthright manner has earned him friends in the community and in the larger society as well. All respect his judgment, his seriousness about his work and the issues of our time, and his eminently decent family life. All of these qualities should go far to make his upcoming tour as a COS a success. We wish him well and expect in future to hear only good about him and his work.

CONFIDENTIAL

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE
Keenan, Thomas J.				M	GS-14 D
5. OFFICIAL POSITION TITLE		6. OFF/DIV/BR OF ASSIGNMENT		7. CURRENT STATION	
Deputy Chief of Station		DDP/WH/3		Lima	
8. CHECK (X) TYPE OF APPOINTMENT			9. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	<input type="checkbox"/> REASSIGNMENT EMPLOYEE
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL		
<input type="checkbox"/> SPECIAL (Specify)			<input type="checkbox"/> SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
31 December 1972			19 May 1972 - 31 October 1972		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Deputy Chief of Station					S
SPECIFIC DUTY NO. 2 Acting Chief of Station					S
SPECIFIC DUTY NO. 3 Senior Station Case Officer					O
SPECIFIC DUTY NO. 4					
SPECIFIC DUTY NO. 5					
SPECIFIC DUTY NO. 6					
<div style="text-align: right;">16 NOV 1972 M/1</div>					
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Report of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This fine officer has been DCOS in Lima for nearly a year now, his first crack at this level of responsibility. And for nearly two months of that he was Acting COS during an interregnum which was made easier for Hqs to accept at the time because of Subject's already acknowledged ability and operational judgment.

This officer has many laudable qualities. He was an established, painstaking professional with solid operational background. He has now demonstrated that he is also good at management, at keeping things moving, and at finding time for the little details that so often make the difference. He has a healthy respect for the opposition services (international and local) and weighs his operational decisions carefully in the light of their capabilities. In his present DCOS (and ACOS) responsibilities, he also shows excellent political judgment, knowing what will wash and what probably won't, what is acceptable risk (all things considered) and what is probably asking for trouble. A prudent officer, he looks before he leaps or asks officers to.

This officer also has an amiable personality, warm and forthcoming with all the people he deals with - and deals with the more effectively as a result. This amiability (and the obvious decency and quiet integrity of the man) does not for a minute, however, get in the way of a good mind getting quickly to the bottom of whatever subject or problem may be before him. He is especially effective working with junior officers and subordinates, explaining the background /CONTINUED/

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE

SIGNATURE OF EMPLOYEE

20 October 1972

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

20 October 1972

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

4

Chief of Station

/s/ Richard S. Welch

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I fully concur in the comments and ratings given in the basic report. There is little to add to what has been said above or previously about this officer.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

13 November 1972

Deputy Chief, WH Division

James E. Flannery

SECRET

00000-25

**S E C R E T**

Section C continued.....

of his decisions or analysis of the problem succinctly and tactfully.

Subject deserves the highest marks for his handling of several of the Station's problem cases. [REDACTED]

[REDACTED]

important cases require quick thinking, gentle persuasion, and an adroit persistence in pushing BECROWN's interests (offensive and defensive) in the midst of a welter of competing factors. Where a light but firm touch is needed, this officer cannot have many equals.

Subject is, as would be expected, held in high regard by his LNFALL colleagues and also by his Peruvian acquaintances. He is also (if the above does not say it) held in very high regard by the rater, who finds his advice on operational and political issues sound and finds him a person to whom any problem can be delegated in full confidence it will be handled fast and well. It is a pleasure to work with him.

**S E C R E T**

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.			29 Jun 1930	M	GS-14	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Deputy Chief of Station			DDP/WII/3		Lima, Peru		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN G.P.				12. REPORTING PERIOD (From - to)			
				1 January 1972 - 18 May 1972			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Deputy Chief of Station and Acting Chief of Station in absence of the COS						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Supervision of Project covering [redacted]						S	
[redacted] Case officer for some of the agents in the project.							
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
							S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

The narrative statement in the last Fitness Report on Subject (HPLT-6074, 10 Jan 72) is still largely valid. This individual has in all ways proven himself as a keen, mature operations officer, supervisor and Deputy Chief of Station. Upon my departure (18 May 1972) he will be in charge for approximately six weeks until the new COS arrives. I have every reason to believe that during this period his actions and decisions will reflect credit on the Station and the organization in general. He enjoys the complete confidence and support of all Station personnel and is well-prepared to successfully meet the challenges which lie ahead.

It has been a special pleasure knowing and serving with such an officer.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

16 May 1972

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

7

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

18 May 1972

OFFICIAL TITLE OF SUPERVISOR

COS

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The above represents the COS' end-of-tour rating of Mr. Keenan, and following fairly close on the heels of the previous fitness report, it adds little to the previous narrative.

Since the COS in Lima area, Mr. Keenan's normal function is to serve as de facto chief of operations and office manager. With the COS' departure in May, Mr. Keenan was serving as Acting Chief of Station. He maintained the tempo of Station operations and activity under what have been for some time a rather hostile operational climate in Peru.

DATE

13 November 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief, WH Division

TYPED OR PRINTED NAME AND SIGNATURE

James E. Flannery

SECRET

SECRET

FITNESS REPORT, Reviewing Official's Comments - continued:

As probably is apparent from past fitness reports and other indicators, Mr. Keenan is considered one of the Division's officers who thus far has shown the drive and ability to move ahead of most of his age/class peers. His potential remains to be established.

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SER.	4. GRADE
Keenan, Thomas J.				M	GS-14 D
5. OFFICIAL POSITION TITLE		6. OFF. DIV. OR OF. ASSIGNMENT		7. CURRENT STATION	
Ops officer DCOS		DDP/KH/5		Lima, Peru	
8. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT		11. REASSIGNMENT SUPERVISOR	
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
12. DATE REPORT DUE IN O.P.		13. REPORTING PERIOD (From - to)			
29 Feb 72		1 October 1971 - 31 December 1971			
<b>SECTION B</b>					
<b>PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Probable</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Deputy Chief of Station and Acting Chief of Station in absence of the COS					RATING LETTER S
SPECIFIC DUTY NO. 2 Supervision of Project covering the [redacted] Case officer for some of the agents in the project.					RATING LETTER S
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

**SECRET**

(When Filled In)

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses by or in relation to station keeping in proper perspective their relationship to overall performance. Make suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

In the brief three months Subject has been at the Station, he has moved rapidly not only to thoroughly acquaint himself with his specific responsibilities but also with all aspects of the Station's activities. His equable nature, ability to deal successfully with people of all descriptions and dispositions and solid operational background make him a most welcome member of the Station staff. As COS, I am particularly grateful for his services.

Among his duties is that of supervising closely the activities of junior officers - which he does extremely well. Being one who readily commands respect, they readily seek him out for advice and consultation and are learning much under his masterly tutelage.

Subject is also coordinating Station efforts and is already achieving some positive results.

was made by another officer closely assisted and encouraged by Subject. The latter is now

Subject has clearly demonstrated his managerial talent and acuity in the handling of funds and other resources. I would predict a most successful tour of duty for this fine officer in Lima and foresee marked progress toward Station operational objectives as a result of his presence.

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.		
DATE	SIGNATURE OF EMPLOYEE	
7 January 1972	/s/ Thomas Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
3		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 Jan 72	COS	
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I concur in the above ratings and comments. While it is indeed a little early to make truly valid and perceptive remarks, we have also noticed from our vantage point back here the steady influence Mr. Keenan has exerted on highly imaginative and active but relatively inexperienced Station members to which the COS alludes in his commentary. We too foresee a very successful tour for this talented officer and agree that the Station is indeed fortunate to have him present at this important time when operational prospects in Peru are so rapidly improving.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 February 1972	Deputy Chief, WH/3	Richard L. Conolly

**SECRET**

(Shon-Filled In)

## EMPLOYEE SERIAL NUMBER

**SECTION A**

## GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX		4. GRADE		5. ID	
Keenan, Thomas J.					M		GS 14		D	
6. OFFICIAL POSITION TITLE			7. OFFICIAL OR OF ASSIGNMENT				8. CURRENT STATION			
Ops Officer			DDP/WH/3				Bogota, Colombia			
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT							
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):							
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)							
			1 April 1971 to 13 July 1971							

## SECTION B

## PERFORMANCE EVALUATION

- |                                |   |
|--------------------------------|---|
| <b><u>U-Unsatisfactory</u></b> | Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. |
| <b><u>M-Marginal</u></b>       | Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.  |
| <b><u>P-Proficient</u></b>     | Performance is satisfactory. Desired results are being produced in the manner expected.   |
| <b><u>S-Strong</u></b>         | Performance is characterized by exceptional proficiency.  |
| <b><u>O-Outstanding</u></b>    | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.  |

### **SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	Conduct Station REDTOP operations	RATING LETTER S
SPECIFIC DUTY NO. 2	Agent handling	RATING LETTER O
SPECIFIC DUTY NO. 3	Development of new contacts and recruitment	RATING LETTER S
SPECIFIC DUTY NO. 4	Operational reporting and project management	RATING LETTER O
SPECIFIC DUTY NO. 5	Supervise one case officer and intel assistant	RATING LETTER S
SPECIFIC DUTY NO. 6	Liaison with other LNPURE components	RATING LETTER S

**OVERALL PERFORMANCE IN CURRENT POSITION:**

<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter, in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>	<p>RATING LETTER</p>
<p>_____</p>	<p>S</p>

45

**SECRET**

Reviewed by OP/SPD/PS

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A. GENERAL				026090	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SO
Keenan, Thomas J.			M	GS-14	D
6. OFFICIAL POSITION/TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		DDP/WH		Bogota	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
30 April 1971			1 Jan 70 - 31 March 70		
SECTION B. PERFORMANCE EVALUATION					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Conduct Station REDTOP operations					S
SPECIFIC DUTY NO. 2					RATING LETTER
Agent handling					O
SPECIFIC DUTY NO. 3					RATING LETTER
Development of new contacts and recruitment					S
SPECIFIC DUTY NO. 4					RATING LETTER
Operational reporting and project management					O
SPECIFIC DUTY NO. 5					RATING LETTER
Supervise one case officer and intel assistant					S
SPECIFIC DUTY NO. 6					RATING LETTER
Liaison with other LNPURE components					S
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer has continued to give a uniformly strong or better performance during the rating period. Comments in his previous fitness report continue to apply. He has received slightly lower ratings for some specific duties in Section B only because he received a well-deserved promotion last year and now must be evaluated in comparison with other GS-14's. As can be seen from the rating, even at this new level we feel he is giving a fine performance in comparison with his new peers.

Although the Station cannot claim any breakthrough in the REDTOP field during the rating period, this officer's work continued high in quality and quantity. He added three new members to our stable of REDTOP access agents, developed an intensive target analysis program and improved our REDTOP reporting in general to the point where it has been commended by Headquarters. The most recent Hdqs evaluation stated: "The efforts against [redacted] show imagination and sound analysis, and reporting has improved greatly. The changes in the [redacted] are reasonable and the Station's support operations are well-tailored to provide information of use in programming human access to [redacted]. Lastly, plans for the next half-year are realistic. We are encouraged by the Station's unmistakable positive attitude about the prospects of the effort against this difficult target." Working against this frustrating and difficult target, this officer has retained his (cont.)

**SECTION D**

**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT and reviewing

DATE

SIGNATURE OF EMPLOYEE

official's comments

12 April 1971

/s/ Thomas Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

12 April 1971

DCOS

/s/ Wallace Mills

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL: I concur with the rating officer's evaluation and comment and would like to stress that the only reason his letter rating has dropped from outstanding to a solid strong is that he is now being rated as a GS-14 and not as a GS-13. A comment is also in order in regard to his possible cautiousness which is mentioned in the narrative portion of the report. Subject is a truly professional officer and especially adept at CI/FI. He is therefore able to quickly spot some weaknesses in proposed operations and quite properly and always accurately, points these out. On the other hand, in the Latin American environment some risks are acceptable which would not be tolerable in a situation where a higher degree of professionalism is mandatory. At times I have been in the anomalous position of approving an operation which Subject, perceptibly (cont.)

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

12 April 1971

COS

/s/ Dino J. Pionzio

SECRET

S E C R E T

Continuation of Section C of Fitness Report on NIARCOS

enthusiasm, imagination and drive. He has built good [redacted] programs and a support mechanism which give us excellent coverage of the target. He has then gone further into analyses of individual targets. The groundwork has been laid methodically; what we lack is luck to recruit that most elusive of sources - [redacted]

I have no doubt this officer has additional growth potential. He has unusual drive and motivation; he shows imagination with good judgment. He combines this with a broad background of experience in FI, CI and operational support work and excellent tradecraft. He should guard against a tendency to be over-cautious, but is intelligent, ambitious, perceptive, and has all the attributes necessary to do a good job in his next assignment as DCOS at a [redacted] station. This will give him an opportunity to show adaptability in a major supervisory position.

This officer has high personal standards. One of his strongest characteristics is his decisiveness and ability to organize his time, recognizing priorities and accomplishing his work quickly. He never misses a deadline. His work is thorough but cuts through verbiage to the essentials. He accepts responsibility well and once an assignment is made can be depended upon to take care of it without further follow-up by the supervisor. He is mature in his attitude toward JKLANCE and both he and his family observe the highest standards of personal conduct. His wife, who is bi-lingual, adds considerably to his contact work. They are popular in the community. In sum, this employee is a proven case officer who is about to take on managerial responsibility; he has every qualification to do equally well in this field.

\* \* \*

Continuation of Section D., Item 3. (Comments by Reviewing Official)

and correctly, has indicated as having some rather strong weaknesses. However, this comment should not be construed as indicating lack of aggressiveness in Subject. He is, in fact, very aggressive in developing operational contacts and in making recruitments. In sum, Subject is one of our best all-around officers with a great breadth of experience, a fine potential for growth, and sharp intelligence coupled with unusual discipline. We shall miss him and his wife and are certain he will do well in his new post.

S E C R E T

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				620080			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.				M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Ops Officer			DDP/WII/3		Bogota		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<b>U-Unsatisfactory</b>		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
<b>M-Marginal</b>		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
<b>P-Proficient</b>		Performance is satisfactory. Desired results are being produced in the manner expected.					
<b>S-Strong</b>		Performance is characterized by exceptional proficiency.					
<b>O-Outstanding</b>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Conduct Station REDTOP Operations						O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Agent Handling						O	
SPECIFIC DUTY NO. 3						RATING LETTER	
Development of New Contacts and Recruitment						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Operational Reporting and Project Management						O	
SPECIFIC DUTY NO. 5						RATING LETTER	
Supervise one case officer and intel assistant						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
Liaison with other LNPURE components						S	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						O	

SECRET

Reviewed by OP/SPD/PPB

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper. This officer continues to make an outstanding contribution to the Station. The narrative comments of the previous fitness report continue to apply to this employee who, despite the well-known frustrations of work in the REDTOP field, has maintained his drive and enthusiasm and made considerable progress.

His reporting is exceptional, always timely and complete.

Of special note was the officer's progress in entertaining and developing a wide range of contacts in both the Colombian (continued)

SECTION D			CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE				
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT				
DATE	SIGNATURE OF EMPLOYEE			
13 February 1970	/s/ Thomas J. Keenan			
2. BY SUPERVISOR				
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE		
13 February 1970	Ops Officer	/s/ Wallace A. Mills		
3. BY REVIEWING OFFICIAL				
COMMENTS OF REVIEWING OFFICIAL: I fully concur with the rater's evaluation. Subject is the strongest officer at this Station and is one of the best operations officers I have encountered in my 19 years with the organization. We call your attention to HLB-4028, dated 25 February 1969, in which we strongly recommended that he be promoted promptly to GS-14. We reiterate this recommendation with some urgency. He will now be 40 years old in June and if we expect to keep officers of this caliber we must move them along. I am not aware that we are so rich in talent that we can afford the luxury of slighting officers who have the potential of Subject.				
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE		
February 1970	COS	/s/ Dino J. Pionzio		

SECRET

**SECRET**  
(When Filled In)

Reviewed by OP/PD/EAB

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				026090	
<b>SECTION A: GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>Kushlan, Thomas J.</b>			2. DATE OF BIRTH	3. SEX <b>M</b>	4. GRADE <b>GS-13</b>
5. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/3</b>	8. CURRENT STATION <b>Bogota</b>	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) <b>1 April 1968 - 31 March 1969</b>		
<b>SECTION B: PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <b>Conduct Station RENTOP Operations</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 2 <b>Assists COS as DeFacto Ops Chief</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 3 <b>Supervise one Intel Assistant</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 <b>Agent Handling</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 5 <b>Development of new contacts and Recruitment</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 6 <b>Operational Reporting</b>					RATING LETTER <b>- O</b>
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER <b>O</b>

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

It is a pleasure to write a Fitness Report on this officer. Always a strong performer, Subject has continued to mature and improve during the reporting period. Early in the year he took over the Station's operational support team for several months, handling them extremely well, while developing a new team on the outside. In July he assumed primary responsibility for the Station's new REDTOP program and has done an outstanding job, of keeping abreast of REDTOP activities here and exploiting those opportunities which have occurred despite a seriously understaffed section. At the same time he is continuing to direct [redacted] agent,

and still found time to develop another particularly important new [redacted] up to its final stages of implementation. These tasks reflect the Station's confidence in and reliance on Subject who is giving an overall outstanding performance.

Subject's greatest strengths are good judgement, enthusiasm, dynamism and an ability to grasp the major elements of any task and handle them quickly and intelligently. He is personable and mixes well. During the year he has made excellent progress in expanding his contacts throughout the Colombian community and selecting and developing those that can be of use to the Station. He is aided in this by his wife who is attractive, has excellent Spanish and is a great addition to his work.

SECTION D

CERTIFICATION AND COMMENTS

Cont'd.....

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
4 Feb. 1969	/s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
4 Feb. 1969	Ops Officer, DCOS	/s/ Wallace A. Mills
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
COS fully concurs with above appraisal. Subject definitely falls into the category of potential Chief of Station material. He has uncommon operational judgment, broad professional experience, a keen sense of priorities, handles people well and combines the unusual traits of being well liked yet firm. Devoted to his job he works long hours without diminishing his efficiency. Although respectful to his superiors he is decisive. An excellent family man he has no bad habits. His wife is of great assistance to him in his work. COS intends to recommend subject for promotion to GS-14 in the next cycle in the belief that men of subject's ability and potential should be brought along rapidly. He will be 39 years old next June and it is essential that he be made to feel that		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
4 Feb. 1969	Chief of Station	/s/ Dino J. Pionzio

SECRET

SECRET

Continuation of Fitness Report - Section C.....

Subject accepts new responsibilities readily; he shows initiative and has imagination; he displays reasonable cost-consciousness, and reacts well to supervision. Above all, Subject is energetic, recognizes priorities, and gets things done.

This man is an outstanding officer who is enthusiastic concerning WOFIRM work, and should continue to be given additional responsibilities and the grades and titles that go with such responsibilities. Director of the REDTOP program in Bogota is a major step forward, but we have just completed the preparation stage. With the success we expect him to have during the remainder of his tour, Subject should be ready to assume a position as deputy chief of an equivalent Station. At this time there are no apparent limitations to Subject's prospects. In recognition of his outstanding performance and solid potential subject is strongly recommended for early promotion from GS-13 to GS-14.

Continuation of Fitness Report - Comments by Reviewing Official

he is progressing with our other outstanding officers in the same age group.

SECRET

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER <b>026090</b>	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>Keenan, Thomas J.</b>			2. DATE OF BIRTH	3. SEX <b>M</b>	4. GRADE 5. SO <b>GS-13 D</b>
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF-DIV/BR OF ASSIGNMENT <b>DDP/WH/3</b>		8. CURRENT STATION <b>Bogota, Colombia</b>
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. <b>31 May 1968</b>			12. REPORTING PERIOD (From - to) <b>1 January - 20 May 1968</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <b>Agent handling and exploitation</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2 <b>Management of and guidance to teams</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 <b>Operational management of project activities</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 <b>Operational (including contact) reporting</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5 <b>Contact and Cultivation Activities</b>					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					<b>S</b>

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

JUN 3 11 32 AM '68

MAIL ROOM

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE

14 May 68

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION:

11 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

14 May 68

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL:

I concur with the letter rating of the rating officer.

DATE

14 May 68

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Richard Sampson

SECRET

**SECRET**

(When Filled In)

# **FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

026090

## **SECTION A**

### **GENERAL**

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.			M	GS-13	D
6. OFFICIAL POSITION TITLE		7. OFF/DIVISION OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer		WB		Bogota	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
28 February 1968			1 July - 31 December 1967		

## **SECTION B**

### **PERFORMANCE EVALUATION**

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

### **SPECIFIC DUTIES**

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	Agent handling and exploitation	RATING LETTER S
SPECIFIC DUTY NO. 2	Direction of Covert Action [ ] activities	RATING LETTER S
SPECIFIC DUTY NO. 3	Operational management of project activities	RATING LETTER S
SPECIFIC DUTY NO. 4	Operational, including contact, reporting	RATING LETTER S
SPECIFIC DUTY NO. 5	Contact and cultivation activities	RATING LETTER P
SPECIFIC DUTY NO. 6		RATING LETTER

### **OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER  
S

SECRET

(When Filled In)

SECTION C			NARRATIVE COMMENTS		
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify as given in Section B to provide basis for determining future personnel action. Record of performance of manager or supervisor and cost consciousness in the use of personnel, office, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>					
<p>This employee has been at this station since June 1967 and has been assigned the following operational duties: he has started from scratch the organization of a second, [redacted] consisting of [redacted] and [redacted] he is giving guidance and direction to one WOLADY contract agent who, in turn, handles Station's WOLINE programs in the press [redacted] he also gives guidance and additional on-the-job training [redacted] nationality who is used in recruitment approaches, and in a support the capacity.</p> <p>This employee carries out the above cited tasks with initiative, alacrity and with common sense. He requires the absolute minimum of supervision. His extensive experience in his previous assignment abroad has helped greatly in getting the new [redacted] and investigative team organized quickly. The direction he has given in the WOLINE field, where a reorganization was called for and is being carried out under his supervision and guidance, has been excellent, especially considering the fact that this is his first experience in the WOLINE field. The [redacted] has carried out a number of recruitment pitches (including [redacted] under the close supervision of this employee, who demonstrated a fine knowledge of technique and a good sense of counter intelligence procedures.</p> <p>This employee is an extremely hard worker, writes well and has a well organized mind. His operational reporting is extensive and invariably on time.</p> <p>(Continued on annex)</p>					
SECTION D			CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE	SIGNATURE OF EMPLOYEE				
5 February 1968	/s/ Thomas J. Keenan				
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION				
7	XXXXXXXXXXXX				
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
5 February 1968	Deputy Chief of Station	[redacted]			
3. BY REVIEWING OFFICIAL					
COMMENTS OF REVIEWING OFFICIAL					
<p>I concur with the narrative comments and numerical ratings given by the Rating Officer. I have found this employee to be a particularly mature case officer who possesses an excellent knowledge of tradecraft and requires little or no supervision to carry out his assignments. His work is of an excellent quality and he has proved to be a definite asset to this station. His only area of weakness is that he must be more assertive and aggressive in developing operational contacts of use to the Station. This has been discussed with him and he is planning to devote more effort in the future to correct this weakness.</p>					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			
5 February 1968	Chief of Station, Bogota	Richard Sampson			

SECRET

SECRET

Annex to Fitness Report

Section C. continued

He has demonstrated an excellent sense of cost consciousness.

This employee has a cheerful disposition and gets along well with his colleagues. His willingness to help out others certainly contributes to the smooth functioning and pleasant atmosphere at the Station. The only criticism, and a minor one indeed, is that this employee, with the many positive assets he has (including his wife who speaks fluent Spanish), could be more forceful in the field of developing new assets of operational interest to the Station.

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX		4. GRADE	
Keenan, Thomas J.				M		GS-12 D	
5. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION			
Ops Officer		DDP/WH/FI		HQ			
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
XX CAREER				INITIAL			
CAREER-PROVISIONAL (See Instructions - Section C)				XX ANNUAL			
SPECIAL (Specify)				REASSIGNMENT SUPERVISOR			
				REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 January 1967				1/66 - 12/66			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.							RATING LETTER S
SPECIFIC DUTY NO. 2 Reviews and analyzes CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.							RATING LETTER O
SPECIFIC DUTY NO. 3 On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.							RATING LETTER O
SPECIFIC DUTY NO. 4 Drafts guidances and other correspondence.							RATING LETTER P
SPECIFIC DUTY NO. 5 Represents C/WH/FI in meetings and on committees.							RATING LETTER S
SPECIFIC DUTY NO. 6							RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B by providing basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If this space is needed to complete Section C, attach a separate sheet of paper.

This officer's duties remained the same as during the rating period and he has continued to discharge with the same high degree of effectiveness, industriousness and cheerfulness. Now that he has been under my supervision for 16 months, I find my first impressions - reflected in last year's fitness report - confirmed to the effect that subject is a strong officer possessing all the necessary qualifications for exceptional growth potential.

In dealing with Branch personnel, who often are senior to him in grade, age and experience, subject conducted himself with great tact and discretion, yet with sufficient firmness to achieve the desired results. In reviewing the FI projects of the Division he has demonstrated that he has a good sense for values, an appreciation of counter-intelligence and security factors and a proper degree of cost consciousness.

Subject did an excellent job at the staff level and has kept well on top of a very heavy paper flow. He is well-disciplined in his personal and working habits without losing his sense of humor, inquisitiveness and enthusiasm. All in all, a very fine fellow to have next to you.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
31 January 1967	<i>Thomas Polgar</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
16		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1967	C/WH/FI	<i>Thomas Polgar</i> Thomas Polgar
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
This has my full concurrence. This officer has considerable potential.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
3 February 1967	WH/EXO	<i>D. C. Marelus</i> D. C. Marelus

SECRET

**SÉCRÉT**

# FITNESS REPORT

CAP 205-2000-11000

026090

SECTION A			GENERAL				
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD
KEENAN, Thomas J.					M	GS-12	D
6. OFFICIAL POSITION TITLE			7. OFF DIVISION OF ASSIGNMENT		8. CURRENT STATION		
Ops Officer			DDP/WH/CI FI		Headquarters		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> DESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)				
			1 Jan - 31 December 1965				
SECTION B PERFORMANCE EVALUATION							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1							RATING LETTER
Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.							S
SPECIFIC DUTY NO. 2							RATING LETTER
Reviews and analyzes FI/CI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.							S
SPECIFIC DUTY NO. 3							RATING LETTER
On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.							S
SPECIFIC DUTY NO. 4							RATING LETTER
Drafts guidances and other correspondence.							P
SPECIFIC DUTY NO. 5							RATING LETTER
Represents C/WH/FI in meetings and on committees.							S
SPECIFIC DUTY NO. 6							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
31 DEC 1965							S

7-44 45 CONSULT PREVIOUS EDITIONS

**SECRET**

SECRET

(When Filled In)

## SECTION C

## NARRATIVE COMMENTS

OFFICE OF PERSONNEL

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties, if described, if applicable.

While Subject has been under my supervision only for the past three months, the following comments reflect also the opinion of the previous supervisor.

Mr. Keenan is an exceptionally strong officer. Following a successful tour in Mexico, he was assigned to the WH Division Staff in a capacity which required not only intelligence and a knowledge of operational procedures, but also a good measure of tact and perception in dealing with Branch personnel senior to him in rank and experience. Mr. Keenan adapted himself to the requirements of this assignment to our complete satisfaction.

Subject is industrious, fast in his work, and enthusiastic. Despite the inevitable demands of a large, young family, he has not permitted his domestic responsibilities to interfere with his official duties. His performance on temporary duty in the Dominican Republic merits special recognition.

The nature of a Headquarters staff assignment precludes spectacular achievements. The excitement and glamor which make field assignments challenging and rewarding are absent here. Instead, there is a routine and sometimes almost overwhelming flow of paper which has to be massaged and managed, dull as it may be. Many a young officer's motivation did not measure up to this test. Those officers who work on a desk or a staff as effectively and cheerfully as they do in the field are the ones who are likely to possess and develop the qualities needed for senior positions. Mr. Keenan is in this category. He has considerable growth potential.

## CLASSIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.		
DATE 16 Dec 65	SIGNATURE OF EMPLOYEE <i>Thomas Polgar</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 3	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 16 Dec '65	OFFICIAL TITLE OF SUPERVISOR C/WH/PI	TYPED OR PRINTED NAME AND SIGNATURE <i>Thomas Polgar</i> Thomas Polgar
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>I am not personally acquainted with this Officer's work. However, inquiries have borne out the rater's high regard for his work and prospects. I concur in full with this report.</p>		
DATE 16 December 1965	OFFICIAL TITLE OF REVIEWING OFFICIAL WH/Executive Officer for/ DC/HRD	TYPED OR PRINTED NAME AND SIGNATURE <i>Donald C. Marelius</i> Donald C. Marelius for/ Jacob D. Esterline

SECRET

SECRET

(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

--026090

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
KEENAN, Thomas J.				M	GS-12	P
6. OFFICIAL POSITION TITLE			7. OFF/DIV/OF ASSIGNMENT		8. CURRENT STATION	
Op Officer			DDP/4H/P&O/A		Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See instructions - Section C) SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
31 January 1965			30 November-31 December 1964			

## SECTION B

## PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	Reading in to CI work in WH and reading in to operational support.	RATING LETTER
	work in WH.	S
SPECIFIC DUTY NO. 2		RATING LETTER
SPECIFIC DUTY NO. 3		RATING LETTER
SPECIFIC DUTY NO. 4		RATING LETTER
SPECIFIC DUTY NO. 5		RATING LETTER
SPECIFIC DUTY NO. 6		RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

20 JAN 1965

S

SECRET

SECRET

(Form Filled In)

OFFICE OF PERSONNEL

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in mind overall performance. State suggestions made for improvement of work performance. Note any training, on foreign language competence, if required for current position. Amplify or explain any given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Keenan has been only a month on the job but has pitched in so vigorously that he has made a more definite impression than would ordinarily be given one in a month's time. The work here and the cases he has been dealing with are unfamiliar to him but I have found him very quick to absorb a briefing, able to ask the right and most searching questions, and fast at absorbing the key elements of a case and defining the "problem" from reading of a case file.

He is in the process of learning his present job but he is learning quickly and I have developed a feeling of confidence in passing things to him to "look at" or to do. I have not seen enough of his writing to make a judgment of his analytical ability or of the clarity with which he can put ideas forward.

He has a good manner, is energetic, responsive, and bright, and his attitude is thoughtful and perceptive. I would assume that he would be a year or so in his present position and his assignment after that should be tied to his next overseas post. I feel he shows the qualities and interest (and has the experience from his time in Mexico) to work against our hard and serious targets: the Soviet and their collaborators of the bloc, and I suggest his future be pointed in that direction. He can learn a great deal about work against these targets in his current position.

## SECTION D

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

31 December 1964

Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:

1

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

31 December 1964

C/WH/PO/A

John Horton

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

15 January 1965

Deputy Chief, WHD

John Horton

SECRET

SECRET

(When Filled In)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.				M	GS-10	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/RR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer			DDP, Mail 3		Mexico	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL			
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> REASSIGNMENT SUPERVISOR			
			<input type="checkbox"/> REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)			
			1 Oct. 1961 to 30 September 1962			

## SECTION B

## PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1	Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of [ ] agents, including senior (CS-13) career agent.	RATING LETTER S
SPECIFIC DUTY NO. 2	Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of [ ] agents.)	RATING LETTER S
SPECIFIC DUTY NO. 3	Responsibility for sensitive double agent operation targeted against the Soviets.	RATING LETTER P
SPECIFIC DUTY NO. 4	Responsibility in Mexico for an operation involving a singleton agent operating as a third national. This operation includes responsibility for maintaining an [ ] with the agent during those periods he is not in Mexico.	RATING LETTER S
SPECIFIC DUTY NO. 5	Alternate (to COS) Case Officer for a LAURICEE project of continuing importance; also alternate Case Officer (to DCOS) for two important support projects.	RATING LETTER P
SPECIFIC DUTY NO. 6	Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned.	RATING LETTER P

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject's duties and responsibilities as an Operations Officer are characterized by managerial and supervisory responsibility for several important operations. Although subject's grade (GS-10) is considerably below that of all other Station Operations Officers, it is noted that his duties, responsibilities and authority are comparable to those possessed by officers with two to four grades higher rank.

Subject is a mature, competent, conscientious and thoroughly dependable officer who always performs his assignments in an excellent manner and willingly assumes responsibilities which are usually associated with officers of higher rank.

Subject does not have any significant weaknesses. His command of the Spanish language is entirely adequate for most operational needs and is continually improving.

Based on subject's personal qualifications, his past performance and his very weighty and important operational responsibilities, it is strongly and urgently recommended that subject be promoted to at least GS-11 and that serious consideration be given to a double promotion to GS-12.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

15 Nov 62

SIGNATURE OF EMPLOYEE

/S/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

15 Nov 62

OFFICIAL TITLE OF SUPERVISOR

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/S/ Winston M. Scott

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

CONFIDENTIAL

MEMORANDUM FOR: Chief, Records & Services Division  
Office of Personnel

SUBJECT

Promotion of

Thomas J. Keenan

1. [redacted] that effective  
5 August 1962 subject employee was promoted from  
[redacted]

2. Request this notice be placed in the official folder  
of the employee concerned.

*J. Mansueto*  
Chief, Central Cover Group

cc: Operating Component Compensation  
and Tax Accounts Branch

CONFIDENTIAL

**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER					
<b>SECTION A</b>						26090					
<b>GENERAL</b>											
1. NAME (Last) <b>KEEHAN</b> (First) <b>Thomas</b> (Middle) <b>J.</b>			2. DATE OF BIRTH		3. SEX <b>Male</b>		4. GRADE <b>GS-9</b>				
5. SERVICE DESIGNATION <b>FI (Career)</b>		6. OFFICIAL POSITION TITLE <b>Ops Officer</b>				7. OFF/DIV/BR OF ASSIGNMENT <b>WH/III/DEXT</b>					
8. CAREER STAFF STATUS				9. TYPE OF REPORT							
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN O.P. <b>30 November 1961</b>		11. REPORTING PERIOD From <b>1 Dec 60</b> To <b>30 Sept 61</b>		12. SPECIAL (Specify)							
<b>SECTION B</b>											
<b>EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory    2 - Barely adequate    3 - Acceptable    4 - Competent    5 - Excellent    6 - Superior    7 - Outstanding											
SPECIFIC DUTY NO. 1 <b>Assistant Case Officer in supervision of sensitive technical operation involving approximately persons</b>				RATING NO. <b>7</b>		SPECIFIC DUTY NO. 4 <b>Alternate Case Officer for operation</b>					
SPECIFIC DUTY NO. 2 <b>Case Officer for operation covering instructing and directing a REDCAP candidate</b>				RATING NO. <b>7</b>		SPECIFIC DUTY NO. 5 <b>Alternate Case Officer for technical project supporting overall Station operations</b>					
SPECIFIC DUTY NO. 3 <b>Alternate Case Officer for LAURICLE Project</b>				RATING NO. <b>7</b>		SPECIFIC DUTY NO. 6 <b>Case Officer for double agent operation</b>					
						RATING NO. <b>7</b>					
<b>SECTION C</b>											
<b>EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>											
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO.  <b>6</b>				
<b>SECTION D</b>											
<b>DESCRIPTION OF THE EMPLOYEE</b>											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLICABLE	NOT OBSERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE											
RESOURCEFUL											X
ACCEPTS RESPONSIBILITIES											X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES											X
DOES HIS JOB WITHOUT STRONG SUPPORT											X
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X
WRITES EFFECTIVELY											X
SECURITY CONSCIOUS											X
THINKS CLEARLY											X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS											X
OTHER (Specify):											X

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

## SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the basis for determining future personnel actions.

Oct 25 2 32 PM '61

Subject, a Case Officer at this Station since 3 February 1960, continues his outstanding performance in assignments normally handled by a Case Officer of a considerably higher grade.

Subject carries out his assignments with a minimum of supervision and is very willing to accept responsibilities of any type assignment to him.

Subject is rated very highly in Section B of this Fitness Report and this has been done because Subject has earned these ratings in his own right and in comparison with the work done by other Case Officers at this Station.

It is strongly recommended that Subject be given special consideration for promotion. It would be unfortunate for KUBARK to lose a man of this calibre through neglect of his career promotions. In addition to this superior work, Subject is the head of a family of six (6). As a result of his low salary, he is relegated to an inferior standing in the local society, based upon what a man can acquire through his earnings. Subject's contacts and currently high standard operations require that he spend and appear to be making considerably more than he is currently paid by KUBARK. It would seem unreasonable for KUBARK to expect a man of this calibre to make high level contacts and yet not be able to represent himself as a man in the economic level which his responsibilities represent.

## SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
10 October 1961	/s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
20 Months		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 60 DAYS	REPORT MADE WITHIN LAST 60 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
10 October 1961	Case Officer	/s/ Frank P. Estancera
3. BY REVIEWING OFFICIAL		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
I would strongly recommend that this officer be given an immediate promotion.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 October 1961	Chief of Division	/s/ J. King

SECRET

**SECRET**  
(When Filled In)

3 Jan 1961 <b>FITNESS REPORT</b>						EMPLOYEE SERIAL NUMBER ✓	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle) <b>Keenan Thomas J.</b>				2. DATE OF BIRTH		3. SEX <b>Male</b>	4. GRADE <b>GS-9</b>
5. SERVICE DESIGNATION <b>FI (Career)</b>		6. OFFICIAL POSITION TITLE <b>Intelligence Officer</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>WIID/3</b>			
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE <input checked="" type="checkbox"/>		MEMBER <input checked="" type="checkbox"/>		DEFERRED <input type="checkbox"/>		INITIAL <input checked="" type="checkbox"/>	
PENDING <input type="checkbox"/>		DECLINED <input type="checkbox"/>		DENIED <input type="checkbox"/>		REASSIGNMENT/SUPERVISOR <input type="checkbox"/>	
				ANNUAL <input checked="" type="checkbox"/>		REASSIGNMENT/EMPLOYEE <input type="checkbox"/>	
10. DATE REPORT DUE IN O.P. <b>Feb. 1960 - Dec. 1960</b>				11. REPORTING PERIOD SPECIAL (Specify)			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 <b>Asst. Case Officer in Supervision of sensitive technical operation involving approx. 10 persons</b>				RATING NO. <b>7</b>		SPECIFIC DUTY NO. 4 <b>Alternate Case officer for operation</b>	
SPECIFIC DUTY NO. 2 <b>Case officer for operation covering, instructing and directing a REDCAP candidate.</b>				RATING NO. <b>6</b>		SPECIFIC DUTY NO. 5 <b>Alternate Case officer for technical project supporting overall Station operations.</b>	
SPECIFIC DUTY NO. 3 <b>Alternate Case officer for LAURICLE Project</b>				RATING NO. <b>7</b>		SPECIFIC DUTY NO. 6	
						RATING NO.	
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1. Performance in many important respects fails to meet requirements; 2. Performance meets most requirements but is deficient in one or more important respects. 3. Performance clearly meets basic requirements. 4. Performance clearly exceeds basic requirements. 5. Performance in every important respect is superior. 6. Performance in every respect is outstanding.							RATING NO. <b>6</b>
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
						5 - Outstanding degree	
CHARACTERISTICS				NOT APPL. CABLE	NOT OBS. SERVED	RATING	
						1	2
GETS THINGS DONE						3	4
RESOURCEFUL						5	X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET

OFFICE OF PERSONNEL

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for advancement, and his potential for greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is a young, aggressive Case Officer assigned to this Station since 3 February 1960. Prior to his assignment to this post, he was a J.O.I. Subject's greatest strength lies in the fact that he is extremely willing to undertake any task assigned to him regardless of its desirability, difficulty or the project's time consuming properties. Once given an assignment, Subject requires a minimum of supervision. Subject is especially suited to new assignments because of his adaptability to new circumstances. Subject's worst handicap is his youth coupled with his low grade in respect to the supervisory responsibilities assigned him. It is believed this person is a good candidate for advancement in view of his outstanding performance at this Station.

It will be noted that Subject is rated very highly in Sections B, C and D. These ratings are well earned by Subject in his own right and are even more pronounced when considered in respect to the performance of other more senior officers at this Station.

## SECTION F

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

19 December 1960

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

10 months.

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify)

DATE

19 December 1960

OFFICIAL TITLE OF SUPERVISOR

IO/PI

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Frank R. Estancona

3.

BY REVIEWING OFFICIAL

☒ I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.☐ I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.☐ I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.☐ I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

19 December 1960

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Winston M. SCOTT

SECRET

DEPARTMENT OF STATE FOREIGN SERVICE INSTITUTE <b>LANGUAGE PROFICIENCY REPORT</b> <b>ACHIEVEMENT RATING</b>				NAME <b>KEENAN, Thomas J.</b>							
AGENCY <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>				GRADE <b>GS-9</b>							
PLACE <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>				DATE <b>1-10-60</b>							
LANGUAGE COURSE <b>Spoken Spanish</b>				DATES COVERED BY COURSE FROM <b>9-21-59</b> TO <b>1-5-60</b>							
CLASS HOURS PER WEEK <b>30</b>	LENGTH OF COURSE <b>18</b> WEEKS MONTHS	AMOUNT COMPLETED <b>15 1/2</b> MONTHS	NO. OF CLASS HOURS COMPLETED <b>408</b>	NO. OF LAB HOURS COMPLETED							
COURSE MATERIAL <b>PST Spanish - Basic Course</b>				NO. OF UNITS TO COURSE <b>60</b>		NO. OF UNITS COMPLETED <b>45</b>					
COURSE MATERIAL				NO. OF UNITS TO COURSE		NO. OF UNITS COMPLETED					
OTHER MATERIALS COMPLETED <b>Special Program</b>											
EVALUATION    A. EXCELLENT    B. VERY GOOD    C. GOOD    D. FAIR    E. POOR											
<b>SPOKEN LANGUAGE</b>											
PRONUNCIATION	A	B	<b>✓</b>	D	E	VERSATILITY:	A	<b>✓</b>	C	D	E
GRAMMATICAL ACCURACY	A	<b>B</b>	C	D	E	COMPREHENSION	A	<b>✓</b>	C	D	E
ASSIMILATION OF VOCABULARY	A	B	<b>✓</b>	D	E	OVERALL FLUENCY	A	<b>B</b>	C	D	E
CONTROL OF FIXED UTTERANCES	A	<b>✓</b>	C	D	E						
<b>WRITING SYSTEM</b>											
SIGHT READING OF MATERIAL COVERED	A	B	C	D	E	AIDED READING OF NEW MATERIAL ON NEXT LEVEL	A	B	C	D	E
SIGHT READING OF NEW MATERIAL ON SAME LEVEL	A	B	C	D	E	GENERAL COMPREHENSION	A	B	C	D	E
<b>GENERAL ACHIEVEMENT RATING</b>											
NATURAL LANGUAGE ABILITY	A	B	<b>✓</b>	D	E	APPLICATION	<b>✓</b>	B	C	D	E
MOTIVATION	<b>✓</b>	B	C	D	E	OVERALL ACHIEVEMENT	A	<b>B</b>	C	D	E
NO. OF STUDENTS IN CLASS	<b>11</b>		STANDING OF STUDENT IN CLASS			ATTENDANCE OF STUDENT			<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> IRREGULAR		
			<b>lower third</b>								
REASON(S) FOR IRREGULAR ATTENDANCE											
TO ACHIEVE MINIMUM ABSOLUTE RATING OF B-3 AND D-3 (SEE REVERSE SIDE) THE FOLLOWING ADDITIONAL TRAINING OR EXPERIENCE IS NEEDED											
REVIEWED BY <b>Frank A. Nica</b> Head, Language Testing Unit						DATED BY <i>David A. Griffin</i> <b>David A. Griffin</b> Linguistic Scientist					

(See reverse side)

LANGUAGE PROFICIENCY REPORT  
ABSOLUTE RATING

1. Name

2. Age

3. Sex

4. Date

76

Rating based on classroom performance.

ABSOLUTE CATEGORIES

1. No proficiency in the language.
2. Able to use greetings, introductions, and simple questions and answers in the language.
3. Able to understand and use simple sentences in the language.
4. Able to understand and use simple sentences in the language.
5. Able to understand and use simple sentences in the language.
6. Able to understand and use simple sentences in the language.
7. Able to understand and use simple sentences in the language.

8. Able to understand and use simple sentences in the language.
9. Able to understand and use simple sentences in the language.
10. Able to understand and use simple sentences in the language.
11. Able to understand and use simple sentences in the language.
12. Able to understand and use simple sentences in the language.
13. Able to understand and use simple sentences in the language.
14. Able to understand and use simple sentences in the language.

Grade 2  
Date: 10/10/76

10/10/76  
Language Specialist

**SECRET**  
(When Filled In)

OCT  
1959

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle) <b>KEENAN, Thomas J.</b>			2. DATE OF BIRTH <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		3. SEX <b>Male</b>		4. GRADE <b>GS-9</b>
5. SERVICE DESIGNATION <b>D</b>		6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. UFF/DIV/OR OF ASSIGNMENT <b>DDP/WH/III/C-A/DO</b>		
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> PENDING		<input type="checkbox"/> MEMBER <input type="checkbox"/> DECLINED		<input type="checkbox"/> DEFERRED <input type="checkbox"/> DENIED		<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P. <b>31 October 1959</b>		11. REPORTING PERIOD <b>23 Jan 59 30 Sep 59</b>					
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Prepare draft replies for Stations' operational guidance.				RATING NO. <b>4</b>		SPECIFIC DUTY NO. 4 Contact other Headquarters components in assisting the Stations' operations.	
SPECIFIC DUTY NO. 2 Process project renewals.				RATING NO. <b>5</b>		SPECIFIC DUTY NO. 5 Process FGA's and OA's for Costa Rica and Nicar gua and make necessary follow-ups.	
SPECIFIC DUTY NO. 3 Lead Stations operational support.				RATING NO. <b>4</b>		SPECIFIC DUTY NO. 6 <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
RATING NO. <div style="border: 1px solid black; width: 100px; height: 20px;"></div>							
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. <div style="border: 1px solid black; width: 100px; height: 20px; text-align: center; vertical-align: middle;"><b>5</b></div>
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING	
						1	2
GETS THINGS DONE						3	4
RESOURCEFUL						5	
ACCEPTS RESPONSIBILITIES							
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							
THINKS CLEARLY							
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 45 OBSOLETE PREVIOUS EDITIONS

**SECRET**

141

SECRET

(When Filled In)

OFFICE OF PERSONNEL

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D. *27 PA '59*

This individual is alert, conscientious and readily takes *MAIL ROOM* and accomplished his objectives with thoroughness and dispatch. He is a valuable asset and gets on well with his co-workers. He gives evidence of being a sound intelligence officer. He shows no weaknesses.

## SECTION F

## CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

6 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

This employee has been in training since 21 September, 1959.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

OTHER (Specify):

REPORT MADE WITHIN LAST 90 DAYS

DATE

30 September 1959

OFFICIAL TITLE OF SUPERVISOR

CDS OFFICER-Plans, COS A

TYPED OR PRINTED NAME AND SIGNATURE

Walter T. Tenta  
Major Plans

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS; I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE

1 Oct 1959

OFFICIAL TITLE OF REVIEWING OFFICIAL

CAG/IST

TYPED OR PRINTED NAME AND SIGNATURE

Robert H. Deligron

SECRET

CONFIDENTIAL  
(When Filled In)

# FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

NAME

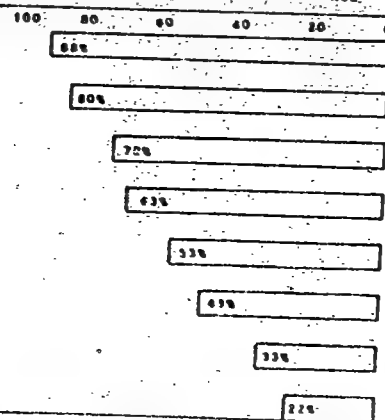
OFFICE

MALE

FEMALE

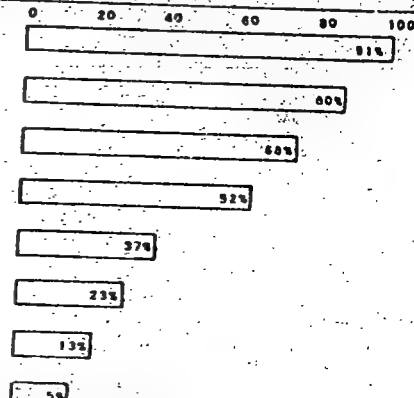
The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.

% OF WOMEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE



APTITUDE CATEGORY

% OF MEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE



Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and nonacademic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language or the one to be studied or in a different one is, of course, an additional relevant factor.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL

MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (1 Year or more)	
LESS THAN 12	12 TO 24	25 TO 36	LESS THAN 12	12 TO 24
DATE			SIGNATURE OF CHIEF, A & E STAFF	
			/s/ [Signature]	

NOTE: This report may be shown to the individual concerned.

FORM 1674

CONFIDENTIAL

1493

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel

DATE: 3 MAR 1959

FROM : Director of Training

SUBJECT: Summary of JOT Career of Thomas J. Keenan

## 1. Statement of Transfer

Junior Officer Trainee Thomas J. Keenan has been reassigned from the T/O of the JOT Program to the T/O of WH Division effective 25 January 1959. Following is a summary of the accomplishments of Mr. Keenan while he was a Junior Officer Trainee.

## 2. Basis for Selection by JOTP

Keenan came to the Agency on the JOT Program at GS-7 on 20 May 1957. He received his B.A. in History from Marquette in 1953. He spent four years in the Navy as a Lieutenant. He was a Commo officer, having supervision of thirty men. His high motivation - he turned down an 18 month training program with IBM - coupled with his fine personal attributes, made him appear to be a good JOT candidate.

## 3. Formal Training

After EOD Keenan attended IOC from 27 May to 21 June 1957, receiving two Excellent evaluations. From 24 to 28 June he was on interim assignment in FBID. He attended ITC from 1 to 28 July where he earned three Excellent grades. From 28 July to 23 August he was assigned on an interim basis to WE/Spain. From 26 August to 27 September he was registered in a special TSS course. He gained good ratings. After an interim assignment to the CI Staff for one month Keenan was attached for on-the-desk training to WH/1 on 8 January 1958. In March he entered the Operations Course, where he continued until 7 June. In this course he received four high satisfactory and two medium satisfactory grades.

## 4. On-the-Desk Training

On-the-desk training for Keenan in WH/1 was largely as assistant to the desk CE and FI Officer. In January 1959 he took over as Chief of the Costa Rican desk.

-2-

### 5. Evaluation of the Subject's Training

Keenan's evaluations in formal training have been uniformly commendatory. The ITC instructors found that "although he was a bit slow in adjusting to the requirements of the course, during the last two weeks he showed definite progress...his final briefing was excellent...pleasant young man, interested and cooperative...gives promise of being a sound intelligence officer". In the OC his work was good - "performance was highly satisfactory...in face-to-face practical exercises he was effective...acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods".

On the desk he proved to be "intelligent, alert, conscientious...enthusiastic and imaginative...gets on well with his co-workers and takes a healthy point of view toward his assignments. His motivation is high".

### 6. JOTF Opinion of the subject.

Keenan has always made a good impression. He has worked diligently, has made for the smooth operation of the Program, and has received commendation from his supervisors on the desk. It will be very surprising if Keenan does not prove to be a solid, effective officer who will make good progress in the Clandestine Services.

*Matthew Baird*

MATTHEW BAIRD

59-1-7K-3680

SECRET

(When Filled In)

## FITNESS REPORT (Part II) PERFORMANCE

## INSTRUCTIONS

**FOR THE ADMINISTRATIVE OFFICER:** Consult current instructions for completing this report.

**FOR THE SUPERVISOR:** This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20.370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section A below.

## SECTION A.

## GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KEENAN,	Thomas	J.		M	ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OTR/JOTP			JOT		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-7	20 February 1958	20 May 1957 - 20 February 1958			
10. TYPE OF REPORT (Check one)		11. REASON FOR SUPERVISOR'S EVALUATION			
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT-SUPERVISOR			
<input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-EMPLOYEE			
		SPECIAL (Specify)			

## SECTION B.

## CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ WAS ☐ WAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

## A. CHECK (X) APPROPRIATE STATEMENTS:

<input type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "C" OR "D", A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input checked="" type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL DOES NOT EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958	Willet L. Eccles	C/JOTP/TR

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE  
 Posted For. Com. *MA* 24 FEB 58  
 Reviewed by *Willet L. Eccles* 2/24/58

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2/10/58	Robert B. Freeman	DDTR

## SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

**DEFINITIONS:** Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

4	1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
	2. RARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

EXHIBITS:

FORM NO. 45 (Part I) 1957-58 PREVIOUS EDITIONS: 1957-58, 1958-59, 1959-60, 1960-61, 1961-62, 1962-63, 1963-64, 1964-65, 1965-66, 1966-67, 1967-68, 1968-69, 1969-70, 1970-71, 1971-72, 1972-73, 1973-74, 1974-75, 1975-76, 1976-77, 1977-78, 1978-79, 1979-80, 1980-81, 1981-82, 1982-83, 1983-84, 1984-85, 1985-86, 1986-87, 1987-88, 1988-89, 1989-90, 1990-91, 1991-92, 1992-93, 1993-94, 1994-95, 1995-96, 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04, 2004-05, 2005-06, 2006-07, 2007-08, 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24, 2024-25, 2025-26, 2026-27, 2027-28, 2028-29, 2029-30, 2030-31, 2031-32, 2032-33, 2033-34, 2034-35, 2035-36, 2036-37, 2037-38, 2038-39, 2039-40, 2040-41, 2041-42, 2042-43, 2043-44, 2044-45, 2045-46, 2046-47, 2047-48, 2048-49, 2049-50, 2050-51, 2051-52, 2052-53, 2053-54, 2054-55, 2055-56, 2056-57, 2057-58, 2058-59, 2059-60, 2060-61, 2061-62, 2062-63, 2063-64, 2064-65, 2065-66, 2066-67, 2067-68, 2068-69, 2069-70, 2070-71, 2071-72, 2072-73, 2073-74, 2074-75, 2075-76, 2076-77, 2077-78, 2078-79, 2079-80, 2080-81, 2081-82, 2082-83, 2083-84, 2084-85, 2085-86, 2086-87, 2087-88, 2088-89, 2089-90, 2090-91, 2091-92, 2092-93, 2093-94, 2094-95, 2095-96, 2096-97, 2097-98, 2098-99, 2099-00, 2100-01, 2101-02, 2102-03, 2103-04, 2104-05, 2105-06, 2106-07, 2107-08, 2108-09, 2109-10, 2110-11, 2111-12, 2112-13, 2113-14, 2114-15, 2115-16, 2116-17, 2117-18, 2118-19, 2119-20, 2120-21, 2121-22, 2122-23, 2123-24, 2124-25, 2125-26, 2126-27, 2127-28, 2128-29, 2129-30, 2130-31, 2131-32, 2132-33, 2133-34, 2134-35, 2135-36, 2136-37, 2137-38, 2138-39, 2139-40, 2140-41, 2141-42, 2142-43, 2143-44, 2144-45, 2145-46, 2146-47, 2147-48, 2148-49, 2149-50, 2150-51, 2151-52, 2152-53, 2153-54, 2154-55, 2155-56, 2156-57, 2157-58, 2158-59, 2159-60, 2160-61, 2161-62, 2162-63, 2163-64, 2164-65, 2165-66, 2166-67, 2167-68, 2168-69, 2169-70, 2170-71, 2171-72, 2172-73, 2173-74, 2174-75, 2175-76, 2176-77, 2177-78, 2178-79, 2179-80, 2180-81, 2181-82, 2182-83, 2183-84, 2184-85, 2185-86, 2186-87, 2187-88, 2188-89, 2189-90, 2190-91, 2191-92, 2192-93, 2193-94, 2194-95, 2195-96, 2196-97, 2197-98, 2198-99, 2199-00, 2200-01, 2201-02, 2202-03, 2203-04, 2204-05, 2205-06, 2206-07, 2207-08, 2208-09, 2209-10, 2210-11, 2211-12, 2212-13, 2213-14, 2214-15, 2215-16, 2216-17, 2217-18, 2218-19, 2219-20, 2220-21, 2221-22, 2222-23, 2223-24, 2224-25, 2225-26, 2226-27, 2227-28, 2228-29, 2229-30, 2230-31, 2231-32, 2232-33, 2233-34, 2234-35, 2235-36, 2236-37, 2237-38, 2238-39, 2239-40, 2240-41, 2241-42, 2242-43, 2243-44, 2244-45, 2245-46, 2246-47, 2247-48, 2248-49, 2249-50, 2250-51, 2251-52, 2252-53, 2253-54, 2254-55, 2255-56, 2256-57, 2257-58, 2258-59, 2259-60, 2260-61, 2261-62, 2262-63, 2263-64, 2264-65, 2265-66, 2266-67, 2267-68, 2268-69, 2269-70, 2270-71, 2271-72, 2272-73, 2273-74, 2274-75, 2275-76, 2276-77, 2277-78, 2278-79, 2279-80, 2280-81, 2281-82, 2282-83, 2283-84, 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2950-51, 2951-52, 2952-53, 2953-54, 2954-55, 2955-56, 2956-57, 2957-58, 2958-59, 2959-60, 2960-61, 2961-62, 2962-63, 2963-64, 2964-65, 2965-66, 2966-67, 2967-68, 2968-69, 2969-70, 2970-71, 2971-72, 2972-73, 2973-74, 2974-75, 2975-76, 2976-77, 2977-78, 2978-79, 2979-80, 2980-81, 2981-82, 2982-83, 2983-84, 2984-85, 2985-86, 2986-87, 2987-88, 2988-89, 2989-90, 2990-91, 2991-92, 2992-93, 2993-94, 2994-95, 2995-96, 2996-97, 2997-98, 2998-99, 2999-00, 3000-01, 3001-02, 3002-03, 3003-04, 3004-05, 3005-06, 3006-07, 3007-08, 3008-09, 3009-10, 3010-11, 3011-12, 3012-13, 3013-14, 3014-15, 3015-16, 3016-17, 3017-18, 3018-19, 3019-20, 3020-21, 3021-22, 3022-23, 3023-24, 3024-25, 3025-26, 3026-27, 3027-28, 3028-29, 3029-30, 3030-31, 3031-32, 3032-33, 3033-34, 3034-35, 3035-36, 3036-37, 3037-38, 3038-39, 3039-40, 3040-41, 3041-42, 3042-43, 3043-44, 3044-45, 3045-46, 3046-47, 3047-48, 3048-49, 3049-50, 3050-51, 3051-52, 3052-53, 3053-54, 3054-55, 3055-56, 3056-57, 3057-58, 3058-59, 3059-60, 3060-61, 3061-62, 3062-63, 3063-64, 3064-65, 3065-66, 3066-67, 3067-68, 3068-69, 3069-70

SECRET

OFFICE OF PERSONNEL

FEB 13 1958  
MAIL ROOM

**1. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

- State in the space below up to six of the more important SPECIFIC DUTIES during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each SPECIFIC DUTY considering ONLY effectiveness in performance of this SPECIFIC DUTY.
- For supervisors, ability to supervise will always be rated as a SPECIFIC DUTY (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAN AND USFS AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL RELATIONS	OPERATES RADIO	KEEPS DOORS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

8. For some jobs, duties may be broken down even further if supervisor considers it advisable. E.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	3 - PERFORMS THIS DUTY ACCEPTABLY	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1 <b>Training Courses</b>	RATING NUMBER <b>5</b>	SPECIFIC DUTY NO. 4	RATING NUMBER
SPECIFIC DUTY NO. 2 <b>Research on Communist Party Activities</b>	RATING NUMBER <b>5</b>	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

**2. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has proved to be intelligent, alert, conscientious. He takes on new tasks readily and accomplishes his objectives with minimum supervision. He is enthusiastic and imaginative. He gets on well with his co-workers and takes a healthy viewpoint toward his assignments. His motivation is high.

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

**DIRECTIONS:** Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work at about the same level.

RATING NUMBER	1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
	2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
	3 - A BARELY ACCEPTABLE EMPLOYEE - BELOW AVERAGE BUT WITH NO NEARNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
	5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
RATING NUMBER	6 - AN UNUSUALLY STRONG PLUM IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
	7 - EXCELLED BY ONLY A FEW IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the (B) no later than 30 days after the due date indicated in item 8 of Section "C" below.

## SECTION E.

## GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KEEFAN,	Thomas	J.		M	ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OTR/JOTP			JOT		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (inclusive dates)			
GS-7	20 February 1958	20 May 1957 - 20 February 1958			
10. TYPE OF REPORT (Check one)		11. TYPE OF SUPERVISOR		12. SPECIAL (Specify)	
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE			

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958	Willet L. Eccles	C/JOTP/TR
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2/10/58	Robert B. Freeman	DDTR

## SECTION G.

## ESTIMATE OF POTENTIAL

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encompassed at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED BY DATE
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☐ Yes ☐ No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
0	3	A GROUP DOING THE BASIC JOB (such drivers, stenographers, technicians or professional specialists of various kinds) WHOSE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
0	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
0	0	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
0	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
0	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
0	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
0		OTHER (Specify)

SECRET

OFFICE OF PERSONNEL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

eight

Feb 13 3 04 PM '58

2. COMMENTS CONCERNING POTENTIAL

Subject is at present highly motivated and will undoubtedly remain so if he is given challenging work to do. He is equipped intellectually and emotionally to do fine work if his motivation remains. His potential for a good Agency career is high.

## SECTION II.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Subject is at present attached to H/3 for on-the-desk training for approximately a year prior to an overseas tour.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

3. HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	3	24. POKES WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. ENJOYS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS JERKABLE
3	8. DOES HINGERS FOR FACTS	3	18. IS VOLUNTARY	4	28. HAS POSITIVE FEELING ABOUT STARTING
4	9. DOES THINGS HOME	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

ADMINISTRATIVE — INTERNAL USE ONLY

TRAINING REPORT  
OFFICE OF TRAINING  
FUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. Keenan (006000) has completed the two day Equal Employment Opportunity (EEO) Seminar for Supervisors held 28 - 29 March 1977. At the conclusion of this two-day session, each participant will be able to describe the following:

- a) The EEO Program and reasons for its existence;
- b) A supervisor's responsibility in implementing the program;
- c) The procedures for processing EEO complaints;
- d) The Agency's past record and the Agency's Affirmative Action Plans; and
- e) The significance of Upward Mobility, Federal Women's, and Hispanic Programs in the overall EEO Program.

FOR THE DIRECTOR OF TRAINING:

Course Administrator

ADMINISTRATIVE — INTERNAL USE ONLY

KEENAN, THOMAS J

1. NAME (Last, first, middle initial) KEENAN, THOMAS J		2. DATE OF BIRTH (Month, day, year) 1939		3. GRADE OR RATE E-4	
4. DATE OF ENTRY INTO SERVICE 1959		5. DATE OF ENTRY INTO CURRENT ACTIVE SERVICE 1959		6. CHARACTER OF SERVICE Active	
7. SELECTIVE SERVICE NUMBER 1		8. SELECTIVE SERVICE STATUS A		9. DATE OF ENTRY INTO CURRENT ACTIVE SERVICE 1959	
10. FORMER SERVICE (If any) None		11. CURRENT SERVICE (If any) Active		12. DATE OF ENTRY INTO CURRENT ACTIVE SERVICE 1959	
13. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		14. STATEMENT OF SERVICE Years: 3, Months: 0, Days: 0		15. TOTAL ACTIVE SERVICE 3 years, 0 months, 0 days	
16. DEGREE OF EDUCATION High School Graduate		17. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		18. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
19. DEGREE OF EDUCATION High School Graduate		20. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		21. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
22. DEGREE OF EDUCATION High School Graduate		23. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		24. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
25. DEGREE OF EDUCATION High School Graduate		26. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		27. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
28. DEGREE OF EDUCATION High School Graduate		29. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		30. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
31. DEGREE OF EDUCATION High School Graduate		32. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		33. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
34. DEGREE OF EDUCATION High School Graduate		35. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		36. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
37. DEGREE OF EDUCATION High School Graduate		38. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		39. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
40. DEGREE OF EDUCATION High School Graduate		41. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		42. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
43. DEGREE OF EDUCATION High School Graduate		44. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		45. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
46. DEGREE OF EDUCATION High School Graduate		47. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		48. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
49. DEGREE OF EDUCATION High School Graduate		50. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		51. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
52. DEGREE OF EDUCATION High School Graduate		53. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		54. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
55. DEGREE OF EDUCATION High School Graduate		56. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		57. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
58. DEGREE OF EDUCATION High School Graduate		59. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		60. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
61. DEGREE OF EDUCATION High School Graduate		62. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		63. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
64. DEGREE OF EDUCATION High School Graduate		65. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		66. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
67. DEGREE OF EDUCATION High School Graduate		68. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		69. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
70. DEGREE OF EDUCATION High School Graduate		71. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		72. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
73. DEGREE OF EDUCATION High School Graduate		74. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		75. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
76. DEGREE OF EDUCATION High School Graduate		77. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		78. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
79. DEGREE OF EDUCATION High School Graduate		80. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		81. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
82. DEGREE OF EDUCATION High School Graduate		83. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		84. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
85. DEGREE OF EDUCATION High School Graduate		86. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		87. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
88. DEGREE OF EDUCATION High School Graduate		89. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		90. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
91. DEGREE OF EDUCATION High School Graduate		92. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		93. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
94. DEGREE OF EDUCATION High School Graduate		95. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		96. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
97. DEGREE OF EDUCATION High School Graduate		98. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		99. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	
100. DEGREE OF EDUCATION High School Graduate		101. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) New York, NY		102. STATEMENT OF SERVICE Years: 3, Months: 5, Days: 13	

DD FORM 214

Pr 299 107 LT #165 11/1/59.  
MIL. CORP, LT SC USN 00012

For convenience, a Certificate of  
Eligibility No. 111 12345 has  
been issued by the Veterans Administration  
to be used for the future request of any  
Guaranty or Insurance Benefit under Title  
38, United States Code that may be available  
to the person to whom this separation paper  
was issued.

SECRET  
(When Filled In)

# REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.

LAST

NAME

1-6

(Print)

7-24

MIDDLE

026090

KEENAN

THOMAS

J.

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 98, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	37	38 39	CODE	
25-26	27-28	29-30	31-32	33-34	35-36	3 - CORRECTION				40-42	
						5 - CANCELLATION					

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic)	CODE	37	38 39	CODE	
25-26	27-28	29-30	31-32	33-34	35-36	4 - CORRECTION				40-42	
						5 - CANCELLATION					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

LA 21-77

DOCUMENT DATE/PERIOD

10/29- 11/11/76

REMARKS

PREPARED BY

CCO

REPORT SUBMITTED OR  
CONTROL ACCOUNT

ABOVE DATA CERTIFIED CORRECT BASED UPON SOURCE  
DOCUMENT CITED

C & I DIVISION, CDR.

DATE

C & I DIVISION

11/77

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER.

**SECRET**  
(When Filled In)

## REPORT OF SERVICE ABROAD

**TO:**

Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	NAME		
1-6	LAST	FIRST	MIDDLE
026090	(Print) KEENAN	7-24 THOMAS	J

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (*One only*). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 38, REVISED.

### PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE			
25-26	27-28	29-30	31-32	33-34	35-36	1. PCS (Basic) 2. CORRECTION 3. CANCELLATION	37	38 39	GUATEMALA	40-42
11	04	76					1			300

TDY DATES OF SERVICE

[illegible]

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
CUAT 19966 INQ90210	4 NOV 76
REMARKS	

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE "DOCUMENT CITED"
SCO...	DATE	SIGNATURE
C & L DIVISION, CTDO	11-5-76	<i>[Signature]</i>
C & L DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

UNCLASSIFIED CONFIDENTIAL SECRET

DEPUTY DIRECTOR FOR OPERATIONS  
ROUTING SHEET

TO:	ACTION	INFO	DATE	INITIALS
1. DDO				
2. ADDO				
3. C/PLANS				
4. C/OPS				
5. C/SS				
6. C/CCS				
7. C/CI				
8. C/AF				
9. C/DCD				
10. C/DIVD				
11. C/EA				
12. C/EUR				
13. C/FR				
14. C/NE				
15. C/NA				
16. C/NA	X		13 JUL 1976	KA
BT-3				
C/LA/MCA				
Tom Keenan				
C/PERS	Cy filed			

SUSPENSE DATE Cy stat OTR

REMARKS:

The attached compliments, including a "Thank you" from DDCEI, are for Mr Keenan. Pls. see that they get into his file.

Compliments

Thanks,

Key

SIGNATURE

DATE

FA/DDO

13 Jul 76

DCI/DDCI  
Routing Slip

DDO

TO:

		ACTION	INFO			ACTION	INFO
1	DCI			11	IC		
2	DDCI			12	IG		
3	S/MC			13	Compt		
4	DDS&T			14	Asst/DCI		
5	DDI			15	AO/DCI		
6	DDM&S			16	Ex/Sec		
7	DDO	X		17	D/Pers (for OPF)	x	
8	D/DCI/IC			18			
9	D/DCI/NIO			19			
10	GC			20			

SUSPENSE

Date

Remarks:

Please add my thanks to Mr. Keenan for a  
job well done.

*E. H. Knoche*

DDCI/DDCI



DEPARTMENT OF THE ARMY  
US ARMY WAR COLLEGE  
CARLISLE BARRACKS, PENNSYLVANIA 17012

Executive Registry  
76-2746

76 4/568

Office of the Commandant

25 JUN 76

Mr. George Bush  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Bush:

I am pleased to report that Mr. Keenan, Central Intelligence Agency Civilian, was among those who successfully completed the course of instruction at the US Army War College during Academic Year 1976 and was awarded a diploma.

This report is my evaluation of Mr. Thomas J. Keenan during his attendance at the US Army War College from 4 August 1975 to 7 June 1976. Attendance at the US Army War College is based on a highly selective process, and only a very small percentage of all those eligible is chosen. The evaluations herein are made in relation to this outstanding group of individuals. No attempt is made to distinguish between graduates on a rank order basis.

Mr. Keenan was one of eight civilians (three from the foreign affairs community) in a class of 227. This total includes 187 Army, 16 Air Force, ten Navy, and six Marine officers of colonel or lieutenant colonel or equivalent Navy rank.

In a class structure such as that outlined above, the task of the civilian student at the USAWC is an especially challenging one. Working in an area outside his normal milieu, his was a dual responsibility. On the one hand, he had to acquaint himself in considerable detail with the military aspects of national security with which, in most instances, he has had relatively little, if any, previous experience. To accomplish this requirement, he did extensive background research in the areas of military policy, military strategy, and defense management to keep abreast of his professional military colleagues. On the other hand, his foreign policy expertise was in heavy demand by his military colleagues. In consequence, his contribution to various international relations aspects of seminar group efforts tended to be disproportionately large. Moreover, as the sole civilian voice in a seminar group of fourteen highly experienced military officers, he also ensured that adequate weight was given



Office of the Commandant  
Mr. George Bush

25

to civilian viewpoints in the group's discussions. Much, therefore, depended on his ability to develop rapport with his military colleagues and on his intelligence, knowledge, skill and persuasiveness. In a very real sense he was a teacher as well as a student.

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 54 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

Mr. Keenan acted as assistant seminar group chairman in the core curriculum course entitled, "The United States and the World Environment." He and one other student edited the final seminar report, and he wrote that part of the report dealing with US policies in the Western Hemisphere, including an excellent treatment of the Panama Canal negotiations. Mr. Keenan was also assistant seminar group chairman during the "Strategic Military Studies" course, and again his facile pen was put to good use on the editorial subgroup. His calm, steady approach to issues won the respect of his military colleagues, and his extensive knowledge of Latin America was particularly valuable to the group's deliberations. In the "Military Strategy Seminar," Mr. Keenan proved himself an excellent student of strategy and an articulate, well-prepared debater in the seminar discussions.

In the electives phase Mr. Keenan took four courses (the required number): "The Power Potential of Developing Nations," "Contemporary Issues in US Foreign Policy," "Strategic Issues of World War II," and "Third World: Dynamics of Social Change"; he audited "Latin America: Power Structures and the Current Scene." Mr. Keenan prepared carefully for his elective courses and contributed his views in a concise, orderly manner.

Since the vast majority of the Army War College student body live together on the post, a very important part of the overall War College experience is the social and extracurricular interaction which takes place outside the lecture hall and the seminar rooms. Some civilian students at the Army War College need considerable time to adjust to the military subculture, but Mr. Keenan enjoyed a relaxed camaraderie with his military colleagues.

Office of the Commandant  
Mr. George Bush

from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of the Army War College team. Clearly, he was popular with his classmates and respected by them for his professional attainments and his personal qualities.

In the Army War College classes with which I have been personally familiar, Mr. Keenan is the first of his agency's representatives who had regional, as contrasted with functional, expertise. Mr. Keenan's thorough knowledge of Latin America made him a valued member of the class and a distinct contributor.

Mr. Keenan's demonstrated capacity to work effectively and cooperatively with officers of the military services and other civilian agencies would, I hope, be factored into the consideration of his onward assignments.

A statement specifically regarding estimated "general officer or equivalent civilian supergrade" potential has been intentionally omitted from this and all AY 76 reports. The evaluation system for USAWC students is designed principally to portray the student's aptitudes, capabilities, accomplishments, and progress within an academic environment. This does not provide an adequate basis for rendering a finite evaluation on general officer or equivalent potential, although it does not preclude making tentative judgments as to the abilities of the "whole man."

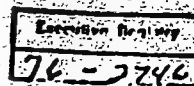
Sincerely,



DEWITT C. SMITH, JR.  
Major General, USA  
Commandant



DEPARTMENT OF THE ARMY  
US ARMY WAR COLLEGE  
CARLISLE BARRACKS, PENNSYLVANIA 17012



# 43716 76 452

Office of the Commandant

23 JUL 78

Mr. George Bush  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Bush:

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Office of the Commandant  
Mr. George Bush

to civilian viewpoints in the group's discussions. Much, therefore, depended on his ability to develop rapport with his military colleagues and on his intelligence, knowledge, skill and persuasiveness. In a very real sense he was a teacher as well as a student.

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 54 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

Mr. Keenan acted as assistant seminar group chairman in the core curriculum course entitled, "The United States and the World Environment." He and one other student edited the final seminar report, and he wrote that part of the report dealing with US policies in the Western Hemisphere, including an excellent treatment of the Panama Canal negotiations. Mr. Keenan was also assistant seminar group chairman during the "Strategic Military Studies" course, and again his facile pen was put to good use on the editorial subgroup. His calm, steady approach to issues won the respect of his military colleagues, and his extensive knowledge of Latin America was particularly valuable to the group's deliberations. In the "Military Strategy Seminar," Mr. Keenan proved himself an excellent student of strategy and an articulate, well-prepared debater in the seminar discussions.

In the electives phase Mr. Keenan took four courses (the required number): "The Power Potential of Developing Nations," "Contemporary Issues in US Foreign Policy," "Strategic Issues of World War II," and "Third World: Dynamics of Social Change"; he audited "Latin America: Power Structures and the Current Scene." Mr. Keenan prepared carefully for his elective courses and contributed his views in a concise, orderly manner.

Since the vast majority of the Army War College student body live together on the post, a very important part of the overall War College experience is the social and extracurricular interaction which takes place outside the lecture hall and the seminar rooms. Some civilian students at the Army War College need considerable time to adjust to the military subculture, but Mr. Keenan enjoyed a relaxed camaraderie with his military colleagues.

Office of the Commandant  
Mr. George Bush

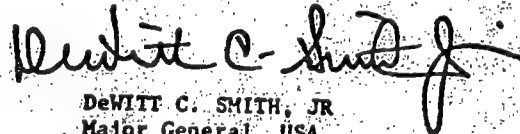
from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of the Army War College team. Clearly, he was popular with his classmates and respected by them for his professional attainments and his personal qualities.

In the Army War College classes with which I have been personally familiar, Mr. Keenan is the first of his agency's representatives who had regional, as contrasted with functional, expertise. Mr. Keenan's thorough knowledge of Latin America made him a valued member of the class and a distinct contributor.

Mr. Keenan's demonstrated capacity to work effectively and cooperatively with officers of the military services and other civilian agencies would, I hope, be factored into the consideration of his onward assignments.

A statement specifically regarding estimated "general officer or equivalent civilian supergrade" potential has been intentionally omitted from this and all AY 76 reports. The evaluation system for USAWC students is designed principally to portray the student's aptitudes, capabilities, accomplishments, and progress within an academic environment. This does not provide an adequate basis for rendering a finite evaluation on general officer or equivalent potential, although it does not preclude making tentative judgments as to the abilities of the "whole man."

Sincerely,



DeWITT C. SMITH, JR  
Major General, USA  
Commandant

CONFIDENTIAL

SE TRAINING REPORT		SOVIET/EAST EUROPEAN OPERATIONS COURSE No.	
STUDENT Keenan, Thomas J.		YEAR OF BIRTH	GRADE GS-15
COO DATE May 1957	OFFICE DDO/LA	SERVICE DESIGNATION D	NO. OF STUDENTS 28
<p align="center"><b>COURSE OBJECTIVES</b></p> <p>To orient the student on the special nature of the Directorate of Operation's Soviet/East European target and to train him in the application of clandestine methods for collecting information on assessing and preparing recruitment operations against Soviet/East European personalities.</p>			
<p align="center"><b>ACHIEVEMENT RECORD</b></p> <p>This is a certificate of attendance. No evaluation is made of individual performance in the course.</p>			
<p>FOR THE DIRECTOR OF TRAINING:</p> <p align="right"><i>[Signature]</i> SE Plans &amp; Training</p>			

FORM 3687 USE PREVIOUS EDITIONS

CONFIDENTIAL

8-2 IMPDET CL BY: 116687 104-691

ADMINISTRATIVE  
Internal Use Only

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.

LAST

NAME

MIDDLE

1-8  
C26090

(Print)

Keen

FILE  
PUNCHED  
BY

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 55, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	CODE	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	2 - CORRECTION	3 - CANCELLATION	37	38-39	40-42	
25-26	27-28	29-30	07	04	75				1		Jamaica	370

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - TDY (Basic)	2 - CORRECTION	3 - CANCELLATION	37	38-39	40-42
25-26	27-28	29-30									

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER

DISPATCH

CABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

DOCUMENT IDENTIFICATION NO.

IN 623200

DOCUMENT DATE/PERIOD

1 July 1975

REMARKS

PREPARED BY

REPORT ANNOTATED ON  
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE  
DOCUMENT CITED

200

1 & 2 DIVISION, CROD.

DATE

7/15/75

SIGNATURE

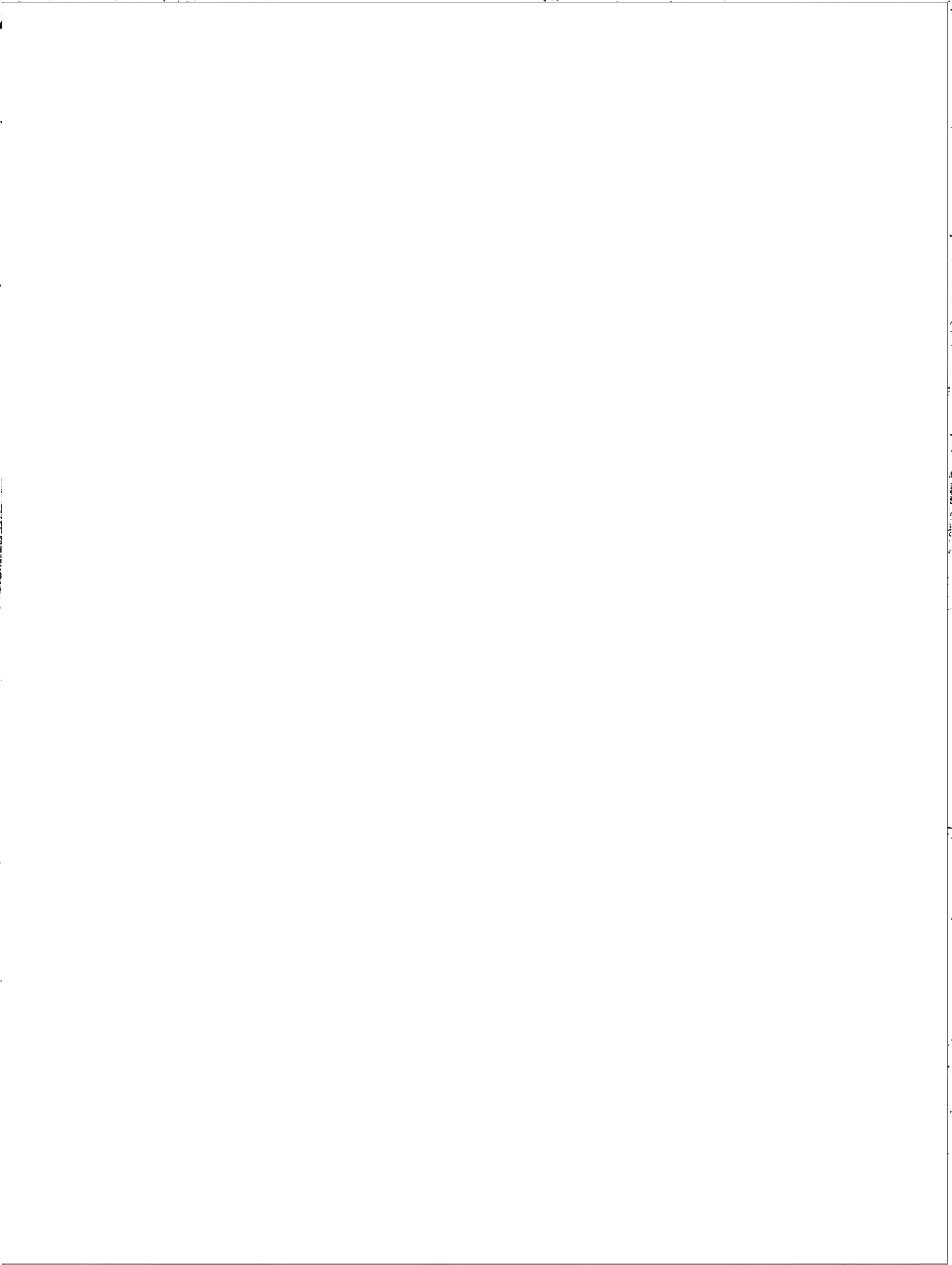
Thayer Thompson

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 1451a

ADMINISTRATIVE-Internal Use Only

14-781





SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE <b>Thomas J. Keenan</b>		DATE (from item 3-1) <b>26 Aug 74</b>		NAME OF SUPERVISOR		DATE (from item 3-2)	
DATE RECEIVED AT HEADQUARTERS <b>10 September 1974</b>		DISPATCH NUMBER <b>HJKT-1801</b>		DATE RECEIVED BY CAREER SERVICE		HOME BASE COMPONENT <b>WH</b>	
DATE OF BIRTH <b>29 June 30</b>	SERVICE DESIGN <b>D</b>	CURRENT POSITION AND GRADE <b>COS, Kingston GS-15</b>		STATION OR BASE <b>Kingston</b>		CURRENT COVER	

TO BE COMPLETED BY EMPLOYEE

14. DATE OF PCS ARRIVAL IN FIELD <b>14 Sep 73</b>	18. REQUESTED DATE OF DEPARTURE <b>14 Sep 75</b>	16. EXPECTED DATE OF FIRST CHECK-IN AT HQ <b>15 Sep 75</b>	19. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE <b>1 Nov 75</b>
--	---	---	---

2. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

**7 Dependents (39, 17, 16, 13, 14, 13, 11)**

3. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

I will have served continually in the field for over eight years upon completion of my present tour. In addition, I had a direct transfer to my present post after two years at my previous Station. Therefore, my family has had little exposure to the U.S. for some time. I would appreciate a tour in the U.S. in order to reorient my children to the educational environment and general lifestyle of their native land during

4. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form):  
 Chief of Station with responsibility for liaison with senior level of local service, as well as with other representatives of U.S. Government agencies. Direction of Station's operations and administrative functions. Running of unilateral operations particularly against and local government targets.

5. TRAINING DESIRED:  
 INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

It has been a long time since I have had any kind of extensive BKHERALD sponsored training. I would like a senior seminar type exposure in order to broaden my professional knowledge of current challenges facing BKHERALD and the nation.

FORM 202 JULY 1973 PREVIOUS EDITIONS

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U.S. GOVERNMENT PRINTING OFFICE: 1973

SECRET

6. PREFERENCE FOR NEXT ASSIGNMENT

6A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT.

Operations supervisory position in Headquarters or training assignment as noted in item 5 above. A rotational assignment which would broaden my professional experience would be welcomed at Headquarters.

6B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 3 OR 4 (for 1st, 2nd, 3rd and 4th choices) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☒ EXTEND TOUR \_\_\_\_\_ MONTHS AT CURRENT STATION TO \_\_\_\_\_ (DATE)

☐ BE ASSIGNED TO ROTATE FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STATION OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE EUR

☐ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

☐ RETURN TO MY CURRENT STATION.

PREPARE UPDATING OF PERSONAL SECURITY INFORMATION IN ACCORDANCE WITH DOI-F 240-8 AND FORWARD UNDER SEPARATE COVER. INDICATE DATE FORWARDED OR TO BE FORWARDED.

TO BE COMPLETED BY FIELD STATION

7. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

8. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Subject has been approved to attend the Army War College from August 1975 to June 1976.

DATE 19Feb75 TITLE C/LA/Pers SIGNATURE Henry E. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT

10. EMPLOYEE NOTIFIED BY DISPATCH NO. HJKS-1096 DATED 1 Oct 1974  
CABLE NO. \_\_\_\_\_ DATED \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE

DATE

SECRET

SECRET  
(When Filled In)

# REPORT OF SERVICE ABROAD

FILE  
PUNCHED  
BY

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6 026090	(Point) KEENAN	7-24 THOMAS	J

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 99, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1. PCS (Basic) 2. CORRECTION 3. CANCELLATION	37 38 39	JAMAICA	40-42 370
09	14	73					1		

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1. TDY (Basic) 2. CORRECTION 3. CANCELLATION	37 38 39		40-42

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
X CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. KMS 18650	DOCUMENT DATE/PERIOD 9/15/73
REMARKS	

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
CCO	DATE	SIGNATURE
C & A DIVISION, CDR.	11/6/73	Thomas E. [Signature]
C & F DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

## DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

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**11. PREFERENCE FOR NEXT ASSIGNMENT:**

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

For career development based on my age, grade and experience I would prefer that my next assignment be that of a Deputy Chief of Station.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

- ☐ EXTEND TOUR \_\_\_\_\_ MONTHS AT CURRENT STATION TO \_\_\_\_\_ (DATE)
- ☒ BE ASSIGNED TO MODER FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH
- ☒ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION  
1ST CHOICE Buenos Aires 2ND CHOICE Lima 3RD CHOICE San Jose
- ☒ RETURN TO MY CURRENT STATION

**TO BE COMPLETED BY FIELD STATION**

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

The Station heartily endorses this employee's preference statement in item 11 above. This man is an experienced, professional and highly motivated officer who has now proven his ability many times over. In the interest of his own continued development as well as that of the organization he merits consideration for assignment as a DCOS at a station or a very senior executive position

one.

**TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE**

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Mr. Keenan has been approved per DDP 26 Feb 1971 for assignment as Deputy Chief of Station, Lima.

DATE 4 Mar 71 TITLE C/WH/Pers SIGNATURE H. L. Berthold

**FOR USE BY CAREER SERVICE**

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. \_\_\_\_\_ DATED: \_\_\_\_\_  
CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ (Signature) \_\_\_\_\_ DATE: \_\_\_\_\_

**SECRET**

**SECRET**  
(When Filled In)

## REPORT OF SERVICE ABROAD

**TO:** Office of Personnel, Transactions and Records Branch, Status Section *BY*

SERIAL NO. <i>036090</i>	NAME		
	LAST <i>KEENAN</i>	FIRST <i>Thomas</i>	MIDDLE <i>J</i>

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 88, REVISED.

PCS DATES OF SERVICE						TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
ARRIVAL O/S			DEPARTURE O/S						
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic) 3 - CORRECTION 8 - CANCELLATION	CODE 37 38 39		40-42
25-26	27-28	29-30	31-32	33-34	35-36				
			<i>09</i>	<i>14</i>	<i>73</i>		<i>1</i>	<i>PERU</i>	<i>570</i>

TDY DATES OF SERVICE						TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE
ARRIVAL O/S			DEPARTURE O/S						
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE 37 38 39		40-42
25-26	27-28	29-30	31-32	33-34	35-36				

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

### SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. <i>APLT-6764</i>	DOCUMENT DATE/PERIOD <i>9/14/73</i>
REMARKS	

PREPARED BY SEC C & I DIVISION, CYBR.	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DATE <i>10/3/73</i>	SIGNATURE <i>Thomas E. [Signature]</i>	

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET  
(When Filled In)

## SERVICE ABROAD AGREEMENT

### I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE

THOMAS J. KENNAN GS-14

30

D

### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT

KINGSTON, JAMAICA

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS ☒

C. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-18)

REQUESTED (When attached)

OPERATING OFFICIAL

B. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS PREVIOUSLY APPROVED PER HR 20-18.

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

OPERATING OFFICIAL

APPROVED

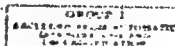
DIRECTOR OF PERSONNEL

### III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE INCURRED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL (as prescribed in HR 22-3) NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY COLLECTED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DOWLING PLACE IS (OF WAS) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR WAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DOWLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

SECRET



(12-71-37)

CONTINUED ON THE REVERSE

SECRET

(When Filled In)

<p>3. PHYSICAL DRESSING PLACE (Permanent Place of Residence unless address in item 5 is approved in item thereof)</p> <p>FULL ADDRESS</p> <p>Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner</p>		<p>6. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 3)</p> <p>FULL ADDRESS</p> <p>Voting registration</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>		<p>APPROVED</p> <p>DIRECTOR OF PERSONNEL</p> <p>DATE</p>	
<p>IV. HOME LEAVE POINT</p>			
<p>7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.</p>			
<p>8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30B(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.</p>			
<p>9. DESIGNATION PER ITEM 7 ABOVE</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<p>10. DESIGNATION PER ITEM 8 ABOVE</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<p>RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT</p> <p>FATHER AND MOTHER</p> <p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>		<p>APPROVED</p> <p>DIRECTOR OF PERSONNEL</p> <p>DATE</p>	
<p>EMPLOYEE CERTIFICATION</p>			
<p>I have read and understand my service obligations and travel entitlements as described in this agreement.</p>			
<p>SIGNATURE OF EMPLOYEE</p> <p><i>[Signature]</i></p>		<p>DATE</p> <p>Sept 21, 73</p>	

SECRET

SECRET

TACU

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (Use pseudo only if SA) <b>Thomas J. Keenan</b>	DATE (from item 8-2) <b>1 Feb 1973</b>	NAME OF SUPERVISOR (if any) <b>Richard S. Welch</b>	DATE (from item 8-2) <b>1 Feb 1973</b>
DATE RECEIVED AT HEADQUARTERS: <b>9 February 1973</b>	DISPATCH NUMBER: <b>HPLT-6460</b>	DATE RECEIVED BY CAPED SERVICE:	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
	<b>D</b>	<b>DCOS, GS-14</b>	<b>Lima, Peru</b>	<b>LNBZZ</b>
6. DATE OF PCS ARRIVAL IN FIELD	7. REQUESTED DATE OF DEPARTURE	8. EXPECTED DATE OF FIRST CHECK-IN AT HQ	9. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
<b>EX 30 Sept 71</b>	<b>1 Aug 1974</b>	<b>20 Sept 1974</b>	<b>20 Sept 1974</b>	

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Total 7: Ages

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CFI-P 240-8)

DCOS and senior ops officer

10. TRAINING DESIRED:  
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT.

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

In Field: DCOS at large Station or COS at smaller Station.

At Hqs : Rotational assignment to another component or Deputy Branch Chief in WHD

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☒ EXTEND TOUR 10 MONTHS AT CURRENT STATION TO 1 August 1974 (DATE)

☒ BE ASSIGNED TO WHD FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF, OR OFFICE.  
1ST CHOICE WHD 2ND CHOICE EUR 3RD CHOICE AF

☒ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OF  
1ST CHOICE Buenos Aires 2ND CHOICE Caracas 3RD CHOICE

☐ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Concur in Subject's extension here as DCOS until August 1974. He is doing an effective job at this level and the extra time at it will be good for both his growing capabilities and for the Station's operational program.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

WH Division concurs in Mr. Keenan's request for a ten month extension of his current tour to 1 August 1974. He was notified of this approval by HPLS-3216.

DATE 29 Mar 73 TITLE C/WH/Pers. SIGNATURE [Signature]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. HPLS-3216 DATED: 14 Feb 73

CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

(3-5-67000)

SECRET

**SECRET**  
(When Filled In)

# REPORT OF SERVICE ABROAD

**FILE**  
P  
D

**TO:** Office of Personnel, Control Division, Statistical Reporting Branch

<b>SERIAL NO.</b>	<b>NAME</b>		
1-6 <b>026090</b>	<b>LAST</b> (NAME) <b>Kearney</b>	<b>FIRST</b> <b>7-28</b> <b>James</b>	<b>MIDDLE</b> <b>J</b>

**INSTRUCTIONS:**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

**PCS DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38	39	40-42
02	09	30	07	01			1			Peru 570

**TDY DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREAS	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 9 - CANCELLATION	37	38	39	40-42

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify):	

<b>DOCUMENT IDENTIFICATION NO.</b> <b>435675</b>	<b>DOCUMENT DATE/PERIOD</b> <b>30 Sept 1970</b>
---	--

**REMARKS**

<b>PREPARED BY</b>	<input checked="" type="checkbox"/> REPORT ANNOTATED ON CONTROL DOCUMENT	<b>ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED</b>
<b>SEN</b>	<b>DATE</b> <b>1/21/72</b>	<b>SIGNATURE</b> <i>[Signature]</i>
<input checked="" type="checkbox"/> A & B DIVISION, CTDD		
<input type="checkbox"/> C & D DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET  
(When Filled In)

# REPORT OF SERVICE ABROAD

FILE  
PUNCHED  
BY

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.

LAST

NAME

FIRST

MIDDLE

1-6

(Print)

7-20

024090

KEENAN

THOMAS

T

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 59, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39	Columbia	40-42
			0	7	3		1			50

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - TDY (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39		40-42

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER

DISPATCH

CABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

16241

21 July 1971

PREPARED BY

REPORT APPROVED BY  
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE  
DOCUMENT CITED

DATE

DATE

SIGNATURE

DATE

DATE

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

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## TRAINING REPORT

Chiefs of Station Seminar No. 3-71

Participant: Keenan, Thomas

Office: WH

Grade : 14

### COURSE OBJECTIVES, CONTENT AND METHODS

The purpose of the COS Seminar is to assist newly designated Chiefs of Station, Deputy Chiefs of Station and Chiefs of Base to prepare themselves for their field assignment.

The Seminar is conducted as a series of open discussions with senior officers drawn from the offices, staffs and operating elements of all Directorates of the Agency. The intent is to provoke an exchange of views and sharing of experiences as well as to provide information on current policies, procedures, services and operational goals.

A folder of selected reading material is provided to each participant in advance of the Seminar, which is designated as related reading in preparation for specific sessions in the schedule.

### ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

  
ALAN P. WHITE

6 JUL 1971

DATE

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(When Filled In)

## SERVICE ABROAD AGREEMENT

### I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE

Thomas J. Keenan

30

D

### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT

Lima, Peru

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS ☒

C. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-13)

REQUESTED (When attached)

OPERATING OFFICIAL

B. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS PREVIOUSLY APPROVED PER HR 20-13.

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

OPERATING OFFICIAL

APPROVED

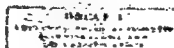
DIRECTOR OF PERSONNEL

### III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL (as prescribed in HR 22-3) NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY DIELLED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 5 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS YOUR DEDD TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

SECRET



SECRET

(When Filled In)

<p>6. PHYSICAL DRILLING PLACE (Permanent Place of Residence unless address in item 5 is approved in lieu thereof)</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<p>7. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 6)</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p><i>A. B. [Signature]</i></p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>DATE</p> <p>6-24-71</p>		<p>APPROVED</p> <p>DIRECTOR OF PERSONNEL</p> <p>DATE</p>	
<p>IV. HOME LEAVE POINT</p>			
<p>7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.</p>			
<p>8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR. 20-308(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.</p>			
<p>9. DESIGNATION PER ITEM 7 ABOVE</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<p>10. DESIGNATION PER ITEM 8 ABOVE</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<p>RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT</p> <p>Father</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p><i>A. B. [Signature]</i></p>		<p>APPROVED</p> <p>DIRECTOR OF PERSONNEL</p> <p>DATE</p>	
<p>DATE</p> <p>6-24-71</p>		<p>DATE</p>	
<p>EMPLOYEE CERTIFICATION</p>			
<p>I have read and understand my service obligations and travel entitlements as described in this agreement.</p>			
<p>SIGNATURE OF EMPLOYEE</p> <p><i>[Signature]</i></p>		<p>DATE</p> <p>6/24/71</p>	

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(When Filled In)

### RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 6 ALSO COMPLY WITH MND 10-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

#### GENERAL

NAME OF EMPLOYEE (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
Koonen	Thomas	John	
1. MARITAL STATUS (Check one)			
<input type="checkbox"/> SINGLE	<input checked="" type="checkbox"/> MARRIED	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> DIVORCED
IF MARRIED, PLACE OF MARRIAGE			
Jamestown, Rhode Island			
IF DIVORCED, PLACE OF DIVORCE DECREE			

#### MEMBERS OF FAMILY

NAME OF SPOUSE	ADDRESS (No. Street, City, State, Zip Code)	TELEPHONE NO.
2. NAMES OF CHILDREN	ADDRESS	SEX DATE OF BIRTH
		F F F F F F
NAME OF FATHER (or male guardian)	ADDRESS	TELEPHONE NO.
		414 921-4483
NAME OF MOTHER, INCLUDING MARDEN NAME (or female guardian)	ADDRESS	TELEPHONE NO.
	Same as father	

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

Father and Mother

3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 51% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (MND 22-15). SPECIFY NAMES AND RELATIONSHIPS.

NAME	DATE OF BIRTH	RELATIONSHIP
NA		

4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss)	RELATIONSHIP
	Father
HOME ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	HOME TELEPHONE NUMBER
Same as above	
BUSINESS ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	BUSINESS TELEPHONE & EXTENSION
None	

IS THE INDIVIDUAL NAMED ABOVE BITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)

YES	X
NO	
IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)	
My wife,	
YES	X
NO	
DOES THIS INDIVIDUAL, WHEN THEY ARE NEEDED DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)	
YES	X
NO	

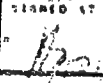

The persons named in item 2 or 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

FORM 61  
1-70

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<b>5. VOLUNTARY ENTRIES</b>		
<p>Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.</p> <p>INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.</p> <p style="margin-left: 40px;"> <input type="text"/> Thomas J. Keenan              First Virginia Bank, Joint with Margaret J. Keenan           </p>		
<p>ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION?    <input checked="" type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>IF YES, DO YOU HAVE A JOINT ACCOUNT?    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p>		
<p>HAVE YOU COMPLETED A LAST WILL AND TESTAMENT?    <input type="checkbox"/> YES    <input type="checkbox"/> NO. (If "Yes" where is document located?)</p>		
<p>HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?    <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO. (If "Yes" give name(s) and address)</p>		
<p>HAVE YOU EXECUTED A POWER OF ATTORNEY?    <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO. (If "Yes" who possess the power of attorney?)</p>		
<b>6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS</b>		
<p>Notes: <input type="text"/> has been named executor in both the will of my wife and my will. He is in possession of one copy of our latest wills. He is witting of my agency affiliation.</p>		
<b>7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY</b> (No Approval Required)		
RESIDENCE WHEN EMPLOYED (Full Address)	PERMANENT PLACE OF RESIDENCE AS DEFINED IN NR 22-3 (Full Address)	
<b>8. CHANGE IN PERMANENT PLACE OF RESIDENCE (See NR 22-3)</b> (To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)		
FULL ADDRESS	DEPUTY DIRECTOR OR DESIGNEE	DATE
	DIRECTOR OR PERSONNEL (When Applicable per NR 22-3)	DATE
SIGNED BY	DATE	SIGNATURE
	10/1/52	

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(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER  
KEENEAN DORIS JULE

## 2. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RES. HOME-LEAVE RESIDENCE  
GENC VIRGINIA WISCONSIN

## 3. MARITAL STATUS

☐ SINGLE ☒ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ ANNULLED

IF MARRIED, PLACE OF MARRIAGE DATE OF MARRIAGE  
JAMESTOWN, RHODE ISLAND 1956

IF DIVORCED, PLACE OF DIVORCE DECREE DATE OF DECREE

IF WIDOWED, PLACE SPOUSE DIED DATE SPOUSE DIED

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

## 4. MEMBERS OF FAMILY

NAME OF SPOUSE ADDRESS (No., Street, City, State, Zip) TELEPHONE NO.  
WA 532-1738

NAME OF CHILDREN ADDRESS SEX DATE OF BIRTH  
SAME  
SAME  
SAME  
SAME  
SAME  
F  
F  
M  
F  
F  
F

NAME OF YOUR FATHER (If male, deceased) ADDRESS TELEPHONE NO.  
WA 1-4183

NAME OF YOUR MOTHER (If female, deceased) ADDRESS TELEPHONE NO.  
WA 1-4183

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY?  
WIFE, FATHER, MOTHER

## 5. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Last, First, Middle) RELATIONSHIP  
Wife

HOME ADDRESS (No., Street, City, State, Zip Code) HOME TELEPHONE NUMBER  
WA 532-1738

BUSINESS ADDRESS (If applicable) BUSINESS TELEPHONE EXTENSION  
None

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)

The persons named in item 5 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CONTINUED ON REVERSE SIDE

## CURRENT RESIDENCE AND DEPENDENCY REPORT

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(When Filled In)

## VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

FALLS CHURCH BANK, FALLS PLAZA BLDG N, FALLS CHURCH, VA  
SAVINGS & CHECKING ACCTS  
JOINT WITH WIFE.

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? ☒ YES ☐ NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? ☐ YES ☒ NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? ☐ YES ☒ NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? ☐ YES ☒ NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? ☐ YES ☒ NO. (If "Yes", who possess the power of attorney?)

## ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED BY

W. H. H. H. H.

DATE

14 MAR 69

SIGNATURE

[Signature]

CONFIDENTIAL

SECRET

# FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if 3A)	DATE (from item 3-1)	NAME OF SUPERVISOR (if true)	DATE (from item 3-2)
Thomas J. Keenan	25 Nov. 1968	Dino Pionzio	25 Nov. 1968
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CARRIER SERVICE:	
	HLBT-3912	10 Dec 68	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION ON BASE	5. CRYPT FOR CURRENT COVER
		Ops Officer, GS-13	Bogota	LXPURE
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
28 June 1967				

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Total 7 dependents: Ages-

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-P 240-8)

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

Clandestine Services Review, Short report writing review course

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11a. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I would prefer to continue Operation Officer work but with opportunity of acquiring greater experience in a supervisory capacity.

11b. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☒ EXTEND TOUR twelve MONTHS AT CURRENT STATION TO 1 July 1969 (DATE)

☒ BE ASSIGNED TO HQ/WH FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

☒ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE Buenos Aires 2ND CHOICE Montevideo 3RD CHOICE Quito

☐ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Fully concur in subjects request to return to station for a second tour. He is the most valuable officer in the station and is laying the ground work for operations that will require an additional tour to bring to full fruition. His wish to acquire greater supervisory responsibilities is not only entirely reasonable but desirable from the WOFIRM point of view. He has already

(contd on attached sheet.)

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

WH recommends Mr. Keenan be approved for home leave in June 1969 by a second tour in Bogota.

*forward*

DATE 10 Sep 68 TITLE C/WH/Personnel SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 1000-1000 DATED: 10 Sep 68

CABLE NO. 1000-1000 DATED: 10 Sep 68

CAREER SERVICE REPRESENTATIVE: Henry L. Berthold DATE: 10 Sep 68

SECRET

SECRET

Continuation of [REDACTED]

- (Section 12)

demonstrated considerable planning and leadership ability which the station has tried to develop by placing him in charge of Soviet and Bloc operations and using him as our informal Chief of Ops. His excellent judgement and professionalism has already earned him the respect and confidence of his colleagues as well as that of COS who values subject's advice greatly.

SECRET

SECRET

**ELECTION, DECLINATION, OR WAIVER  
OF LIFE INSURANCE COVERAGE**  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON BACK OF ORIGINAL**

**TO COMPLETE THIS FORM—**

**1 FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

**2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
KEEHAN	Thomas	John		
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
020090				

**3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):**

Mark here  
if you  
**WANT BOTH**  
optional and  
regular  
insurance

☒  
**(A)**

**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here  
if you  
**DO NOT WANT**  
**OPTIONAL** but  
do want  
regular  
insurance

☐  
**(B)**

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here  
if you  
**WANT NEITHER**  
regular nor  
optional  
insurance

☐  
**(C)**

**WAIVER OF LIFE INSURANCE COVERAGE**

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",  
COMPLETE THE "STATISTICAL STUB." THEN RETURN  
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

*Thomas J. KEEHAN*  
DATE  
February 15, 1968

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

RECEIVED  
FEB 15 1968  
U.S. DEPT. OF JUSTICE

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM NO. 178-1  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27, 178-1  
178-101

CONFIDENTIAL  
(When Filled In)

IMPORTANT

Central Processing Branch has been charged with responsibility (CPB 20-6-1 dated October 1961) for ensuring that all employees processing PC to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 22-1, Employee Conduct, dated 30 July 1962.

Thomas J. Keenan  
Signature

14 March 67  
Date

Thomas J. Keenan

CONFIDENTIAL  
(When Filled In)

ADMINISTRATIVE - INTERNAL USE ONLY

27 May 1966

MEMORANDUM FOR: Mr. Thomas J. Keenan  
THROUGH : Chief, WH Division  
THROUGH : Deputy Director for Plans  
SUBJECT : Certificate of Merit

1. The Honor and Merit Awards Board is pleased to notify you that the award named above will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.

2. The award will be presented to you at a ceremony to be held in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony, although space may limit the number of guests to be invited.

3. A list of guests whom you would like to have attend the presentation ceremony and an indication of any specific time when you could not be present at such a ceremony should be forwarded through your Deputy Director to the Secretariat, Honor and Merit Awards Board, Office of Personnel.

ROBERT M. GAYNOR  
Recorder  
Honor and Merit Awards Board

Distribution:

Orig - Addressee  
1 - C/WH  
1 - D/Pers Reader Chrono/OPF  
1 - Sec't, HMAB  
1 - Recorder, HMAB


ADMINISTRATIVE - INTERNAL USE ONLY

REPORT OF HONOR AND MERIT AWARDS BOARD		DATE 60 APR 19 1966																
The Honor and Merit Awards Board having considered a recommendation that:																		
NAME: CLASS: KEENAN, Thomas John	POSITION: OPERATIONS OFFICER																	
PRESENT GRADE: GS-12	OFFICE ASSIGNED TO: DDP/WH	STATION: Santo Domingo, Dominican Rep.																
BE AWARDED:																		
Certificate of Merit																		
<input type="checkbox"/> FOR HEROIC ACTION, OR																		
<input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD																		
<input checked="" type="checkbox"/> APPROVES THE RECOMMENDATION <input type="checkbox"/> DISAPPROVES THE RECOMMENDATION																		
<input type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:																		
CITATION UNCLASSIFIED																		
<p>Mr. Thomas J. Keenan is hereby awarded the Certificate of Merit to recognize his sustained superior performance as assistant to the principal officer in handling matters of great complexity in an overseas area. In the face of overwhelming pressures, Mr. Keenan demonstrated uncommonly good judgment and decisiveness in channeling resources toward the accomplishment of operational assignments, thereby helping to attain Agency objectives during a period of turmoil.</p>																		
(Recommendation approved by DD/P on 16 March 1966)																		
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD																		
<table border="1"> <tr> <td>APPROVED:</td> <td>SIGNATURE</td> </tr> <tr> <td>707 Richard Holm</td> <td>/s/ Robert S. Wattles</td> </tr> <tr> <td>DIRECTOR OF CENTRAL INTELLIGENCE</td> <td>TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD</td> </tr> <tr> <td>24 MAY 1966</td> <td>ROBERT S. WATTLES</td> </tr> <tr> <td>DATE</td> <td>SIGNATURE</td> </tr> <tr> <td></td> <td>/s/ Robert M. Gaynor</td> </tr> <tr> <td></td> <td>TYPED NAME OF RECORDER</td> </tr> <tr> <td></td> <td>ROBERT M. GAYNOR</td> </tr> </table>			APPROVED:	SIGNATURE	707 Richard Holm	/s/ Robert S. Wattles	DIRECTOR OF CENTRAL INTELLIGENCE	TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD	24 MAY 1966	ROBERT S. WATTLES	DATE	SIGNATURE		/s/ Robert M. Gaynor		TYPED NAME OF RECORDER		ROBERT M. GAYNOR
APPROVED:	SIGNATURE																	
707 Richard Holm	/s/ Robert S. Wattles																	
DIRECTOR OF CENTRAL INTELLIGENCE	TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD																	
24 MAY 1966	ROBERT S. WATTLES																	
DATE	SIGNATURE																	
	/s/ Robert M. Gaynor																	
	TYPED NAME OF RECORDER																	
	ROBERT M. GAYNOR																	

**SECRET**

(WHEN FILLED IN)

**CERTIFICATION OF LANGUAGE PROFICIENCY**

1. EMPLOYEE NO.		NAME (LAST-FIRST-MIDDLE)		3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST									
024090		Keenan, Thomas John		A-ADD C-CHANGE D-DELETE		CODE	LAN. CODE	H	W	P	S	U	I/T	YEAR	
5. LANGUAGE DATA AFTER TEST				6. DATE TESTED		7. DATE OF BIRTH		8. GRADE		9. OFFICE OR DIVISION					
LAN. CODE	R	W	P	S	U	I/T	YEAR	08/04/65				12		WH	
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN: <u>SPANISH (NEW WORLD)</u> <u>EL18</u>															
AND YOUR TEST SCORES ARE AS FOLLOWS:															
READING		WRITING		PRONUNCIATION		SPEAKING		UNDERSTANDING		TEST RATINGS					
+		+		E		E		I		0 = ZERO 1 = INTERMEDIATE 2 = SLIGHT H = HIGH E = ELEMENTARY N = NATIVE					
11. REMARKS										12. SIGNATURE					
11/26/65										 13. LD NUMBER 10674					

FORM 11-64

1273

OR REPLACE PREVIOUS EDITIONS

(11-45)

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

1 - OP/6AB

**WATER FILLED IN**

QUALIFICATIONS SYSTEM RECORD CHANGE					
APPLICANT CODING DATA					
1. ID	2. APPL. NOS.	3. NAME			
◁ 2	6-DIGITS	MUST CONTAIN 20-DIGITS			
4. DATE OF BIRTH		5. DATE CODED		THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1362, MASTER QUALIFICATIONS CODING RECORD.	
MO	DA	YR	MO		

LANGUAGE CODING DATA - FORM 444C											
1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE								
< 3		3-LETTERS	BASE CODE	R	W	P	S	U	T	YR	
5. DATE SUBMITTED			6. DATE OF BIRTH			WHEN FORM 444C DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)					
MO	DA	YR	MO	DA	YR						

LANGUAGE PROFICIENCY TEST DATA														
1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA - BEFORE TEST										
		3-LETTERS	C-A-D	BASE CODE	R	W	P	S	U	T	YR			
5	026090	KEE	C	BL18	1	E	E	E	I	H	4	62		
6. LANGUAGE DATA - AFTER TEST														
BASE CODE				R	W	P	S	U	T	YR	7. DATE OF TEST			
											MO	DA	YR	
BL18				1	E	E	E	I	4	65	08	04	65	

DATA FOR TESTS 1 THRU 7 IS  
EXTRACTED FROM FORM 1273.  
LANGUAGE PROFICIENCY AND  
AWARDS DATA.

[illegible]

10-11 1962a

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

(4-21)

SECRET  
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

567207 JUN 765

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
026090	Keenan	Thomas	J.	WH 51

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42
3 - CORRECTION									
5 - CANCELLATION									

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39	40-42	
4 - CORRECTION									
6 - CANCELLATION	2	04	30	65	05	28	65	WH 811	

SOURCE OF RECORD DOCUMENT

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

☒ REPORT ANNOTATED ON SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED

1. S. DIVISION  
2. C. S. DIVISION

DATE  
4 June 65

SECRET

GROUP 1  
Excluded from automatic  
downgrading and declassification

(4-10)

**SECRET**  
(When Filled In)

### VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.  1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT  28-30
	LAST (Print)	FIRST 2-24	MIDDLE	
26090	KEE NAR	THOMAS	J	51

#### INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

#### PCS DATES OF SERVICE

TYPE OF DATA  1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	CODE 27	ARRIVAL			DEPARTURE			COUNTRY	OMIT 40-42
		MONTH 28-29	DAY 30-31	YEAR 32-33	MONTH 34-35	DAY 36-37	YEAR 38-39		
	1	02	03	60	10	05	64	MEXICO	450

#### TDY DATES OF SERVICE

TYPE OF DATA  2 - TDY (Basic) 3 - CORRECTION 4 - CANCELLATION	CODE 27	DEPARTURE			RETURN			AREA(S)	OMIT 40-42
		MONTH 28-29	DAY 30-31	YEAR 32-33	MONTH 34-35	DAY 36-37	YEAR 38-39		

#### SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS ON-TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.  J400C	DOCUMENT DATE/PERIOD  30 Nov 1964
--	---

REMARKS

PREPARED BY  C & T DIVISION	REPORT ANNOTATED ON SOURCE DOCUMENT  DATE	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED  SIGNATURE
-----------------------------------	--	---

FORM 10-14 1451a USE PREVIOUS EDITIONS.

**SECRET**

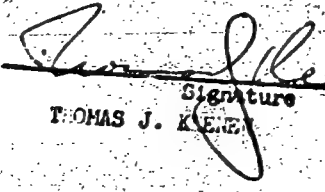
Excluded from automatic  
downgrading and declassification

14-101

CONFIDENTIAL  
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

  
Signature  
THOMAS J. KLINE

  
Date

CONFIDENTIAL  
(When Filled In)

SECRET  
(When Filled In)

# VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
26090	KEENAN	THOMAS	J	51

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

## PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	MEXICO	40-42
3 - CORRECTION									
5 - CANCELLATION	1	<del>28-29</del>			07	31	62		450

## TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
4 - CORRECTION									
6 - CANCELLATION									

## SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
EMX-T-3009	8/24/62

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ADDS DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
FINANCE DIVISION	07/24/62	W. A. H. H.

SECRET

(When Filled In)

# LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SYMBOL NO. (1-6) 2000		2. LD NO. 928	
3. NAME (7-24) LAST KERN, THOMAS J.		4. OFFICE OR DIVISION WH	
5. LANGUAGE Spanish		6. LANG. CODE (25-27) 120	
7. DATE OF TEST: 40-81 JULY 13, 1962	8. ANNIVERSARY DATE --	9. GRADE 10	10. DATE OF AWARD
11. REASON FOR TAKING TEST			
12. APPLY FOR AWARD			
13. ESTABLISH SKILL LEVEL			
14. READING (34) I		15. WRITING (35) I	
16. PRONUNCIATION (36) I		17. SPEAKING (37) I	
18. UNDERSTANDING (38) II		19. TYPE OF AWARD	
20. ACHIEVEMENT (A) ELEMENTARY (B) INTERMEDIATE (C) ADVANCED (D) PROFICIENT (E) MAINTENANCE (M) RE-ENTRY (R) (1-1)		21. READ/NO. (F) SPEAKING (G) COMPREHENSIVE (H) (1-1)	
22. BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)		23. 16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 37.50 (40-45)	
24. SIGNATURE		25. DATE	
26. 17. I CERTIFY THAT FUNDS ARE AVAILABLE		27. OBLIGATION RES. NO.	
28. CHARGE ALLOTMENT NO.		29. SIGNATURE	
30. REMARKS			

FORM 1273  
1-60

ORSCATE PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

JISPATCH

SECRET/RYBAT

DISPATCH SYMBOL: A40 M21

1961-2320 - RYBAT #1744

Chief, VII Division

HEADQUARTERS FILE NO.

Chief of Station, Mexico City

DATE

13 October 1961

Annual Fitness Report - ~~XXXXXXXXXX~~

RE: 413 - (CHECK FOR OFF)

MARKED FOR INDEXING

NO INDEXING REQUIRED

ACTION REQUIRED

See paragraph 2 below

INDEXING CAN BE JUDGED  
BY QUALIFIED HQ DESK ONLY

REFERENCES

1. Forwarded herewith is Subject's Annual Fitness Report.
2. It is strongly recommended that this outstanding young officer be promoted immediately as suggested in Section E of the attached report.

Willard C. CURTIS

12 October 1961

Attachments:

As stated

Distributions:

3 - WED, w/att

2 - Files

145

OFFICE OF PERSONNEL

OCT 25 2 32 PM '61

MAIL ROOM

SECRET/RYBAT

**SECRET**  
(When Filled In)

### VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curle Hall

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT 15-26
	LAST (Print)	FIRST 1-24	MIDDLE	
26070	KEENAN,	THOMAS	J.	46

#### INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER DISMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

#### PCS DATES OF SERVICE

TYPE OF DATA 1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	ARRIVAL				DEPARTURE				COUNTRY	OMIT 40-42
	CODE 27	MONTH 20-29	DAY 30-31	YEAR 32-33	MONTH 34-35	DAY 36-37	YEAR 38-39			
	1	02	03	60				MEXICO	450	

#### TDY DATES OF SERVICE

TYPE OF DATA 1 - TDY (Basic) 2 - CORRECTION 3 - CANCELLATION	DEPARTURE				RETURN				AREA(S)	OMIT 40-42
	CODE 27	MONTH 20-29	DAY 30-31	YEAR 32-33	MONTH 34-35	DAY 36-37	YEAR 38-39			

#### SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD

REMARKS	<table border="1"> <tr> <td>PREPARED BY</td> <td>RECORDS ANNOTATED ON SOURCE DOCUMENT</td> <td>ARE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED</td> </tr> <tr> <td>DATE</td> <td>SIGNATURE</td> <td></td> </tr> <tr> <td align="center">4-20-60</td> <td align="center"><i>[Signature]</i></td> <td></td> </tr> </table>	PREPARED BY	RECORDS ANNOTATED ON SOURCE DOCUMENT	ARE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED	DATE	SIGNATURE		4-20-60	<i>[Signature]</i>	
PREPARED BY	RECORDS ANNOTATED ON SOURCE DOCUMENT	ARE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED								
DATE	SIGNATURE									
4-20-60	<i>[Signature]</i>									

**SECRET**

Standard Form No. 1010 CHAPTER I-1.1 PM 5-6-59		HEALTH BENEFITS REGISTRATION FORM EMPLOYERS HEALTH BENEFITS ACT OF 1959 (Read Instructions on back of last page. The only requirement of this form is to fill in the blanks.)		400	077723
PART A ALL WHO REGISTER MUST FILL IN THIS PART	1. NAME (LAST) (FIRST) (MIDDLE INITIAL)	KRISHAN Thomas J.		2. DATE OF BIRTH (Month, Day, Year)	3. Are you now married?
	4. YOUR MARITAL ADDRESS (NUMBER AND STREET) (CITY AND STATE AND ZIP NUMBER)			5. SEX MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/>	6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
	7. Place an "X" in proper box to show your annual basic salary range.		UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$9,999 <input checked="" type="checkbox"/> \$10,000 TO \$19,999 <input type="checkbox"/> \$20,000 TO \$29,999 <input type="checkbox"/> \$30,000 OR OVER <input type="checkbox"/>		
PART B FILL IN THIS PART IF YOU WISH TO EN- ROLL IN A HEALTH BENEFITS PLAN	1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from inside cover of brochure of the plan you select.)		NAME OF PLAN Association Benefit Plan		
	2. In space below list all eligible family members without exception. List your wife or husband's first, then your unmarried children under age 19, including legally adopted children and stepchildren and illegitimate children who are dependent on you in a regular parent-child relationship. Include also any unmarried child over 19 who became dependent before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)		OPTIONAL COVERAGE (YES) <input checked="" type="checkbox"/> HIGH <input checked="" type="checkbox"/> MEDICAL <input type="checkbox"/> DENTAL <input type="checkbox"/>		
	3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.)		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
PART C FILL IN THIS PART IF YOU WISH NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT	1. I elect not to enroll in any plan under the Health Benefits Act.		2. I elect to cancel my present enrollment under the Health Benefits Act.		
	3. The reason for my election is (Place an "X" in proper box): (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/> (b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> (c) Any other reason. <input type="checkbox"/>				
PART D FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT	1. I elect to change my enrollment as shown by the enrollment number and other information in Part B.		2. Number of event which permits change (See table on back of this form for proper number)		
	1. Enrollment code number of present plan		3. Date of event which permits change (Month, Day, Year)		
PART E ALL WHO REGISTER MUST FILL IN THIS PART	1. Name and address of employee's office		2. Date of last day of employment		
	3. Signature of employee		4. Signature of official of plan		
PART F TO BE COMPLETED BY AGENCY	1. Name and address of employee's office		2. Date of last day of employment		
	3. Signature of official of plan		4. Signature of official of plan		
REMARKS					

SECRET





SECRET

(When Filled In)

126090		LANGUAGE DATA RECORD	
PART I-GENERAL			
1. NAME (Last-First-Middle)		2. DATE OF BIRTH	
KEENAN, Thomas John			
3. LANGUAGE	4. TODAY'S DATE	5. I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE	
000	March 27 1958	<input checked="" type="checkbox"/>	
PART II-LANGUAGE ELEMENTS			
SECTION A. Reading (40)			
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.			
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.			
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.			
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.			
5. I HAVE NO READING ABILITY IN THE LANGUAGE.			
SECTION B. Writing (41)			
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.			
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.			
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.			
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.			
5. I CANNOT WRITE IN THE LANGUAGE.			
SECTION C. Pronunciation (42)			
1. MY PRONUNCIATION IS NATIVE.			
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.			
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.			
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.			
5. I HAVE NO SKILL IN PRONUNCIATION.			
CONTINUE ON REVERSE SIDE			

CONTINUATION OF PART II-LANGUAGE ELEMENTS	
SECTION D. Speaking (43)	
1.	I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2.	I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3.	I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4.	I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5.	I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.
SECTION E. Understanding (44)	
1.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKE AND PUNS.
3.	I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4.	I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5.	I AM NOT ABLE TO UNDERSTAND THE SPoken LANGUAGE.
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.	
PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)	
1.	I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2.	I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3.	BOTH OF THE ABOVE STATEMENTS APPLY.
4.	NONE OF THE ABOVE STATEMENTS APPLY.
PART IV-CERTIFICATION	
<p>I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 23, 375, PAR. 10 (4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT INDEPENDENCE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARD BILL OF CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.</p>	
DATE SIGNED	SIGNATURE
27 March 1958	<i>[Signature]</i>
1443	471

S-E-C-R-E-T

TRAINING EVALUATION

Operations Course No. 6

I. IDENTIFYING INFORMATION:

Name: KSEWUI, Thomas John	Sex M	Dates of Course: 3 Mar. - 27 June 58	No. of Students 27
Date of Birth: [REDACTED]	ECB Dates: 20 May 1957	Grade or Rank: GS-7	Officer: OTR/JOTP
Projected or Present Position (from Request for Training dated 16/10/57) Junior Officer Trainee			

II. DESCRIPTION OF COURSE:

The Operations Course runs for sixteen weeks and is designed as an introduction to the basic fundamentals of clandestine operations in the field. The course objective is to help the student learn and apply the principles and skills demanded of the field case officer. Emphasis is, therefore, placed on a practical work approach to clandestine tradecraft, agent handling, reporting and project management. The course also provides the student familiarity with the operational programs; i.e., FI, CI and PP, as well as with organizational support services.

III. PERFORMANCE RECORD:

The student's evaluation in the Operations Course is based on his understanding of clandestine operations as well as on his ability to perform field case officer tasks as observed by the staff over a period of sixteen weeks.

The standards set by the Staff for Satisfactory performance are high. Moreover, each Operations Course class is a carefully selected group of mature, intelligent, and able persons. Thus, it should be recognized that a grade of Satisfactory indicates that in the training situation the student understood or applied that subject of instruction in a competent manner.

The preponderance of grades fall within the Satisfactory range.

The performance of this student in each category of grading is indicated on the following page by the stamped X's.

S-E-C-R-E-T

S-E-C-R-E-T

	FAIL	POOR	LOW SAT	MID SAT	HIGH SAT	EXC	SUP
1. Agent Acquisition and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interviewing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clandestine Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clandestine Service Operations FI/CI/PP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mr. Keenan's performance in the course was highly satisfactory. His performance in Clandestine Communications, Project Management and Clandestine Services Operations were just short of excellent. In face-to-face practical exercises he was effective, and was one of the best students of the class in a ZOMBIE agent-recruitment exercise. In simpler, controlled interviewing and debriefing sessions he was more effective than in exercises requiring more subtle directing and control of the agent. He developed a good understanding of field procedures, more particularly of project management, where he ranked in the upper one-third of the class. His operational reporting was better than his information reporting which was acceptable, but he made little improvement in it during the course. Mr. Keenan acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods. He tied with one other student for the top grade on the CI examination.

FOR THE DIRECTOR OF TRAINING:

Chief Instructor, Operations Course

Chief/Field Training

S-E-C-R-E-T

SECRET

TRAINING REPORT

CI FAMILIARIZATION COURSE No. 1

NAME <b>KEEHAN, Thomas J.</b>	DATES OF COURSE <b>18 - 22 November 1957</b>
STAFF OR DIVISION <b>ORA JOT</b>	PRESENT POSITION <b>JOT</b>

I. Course Objectives: increase awareness of the CI mission in relation to the Clandestine Services and the national security; provide an introduction to foreign intelligence services and to CI operations; give theory and practice in CI methods.

II. Course Characteristics: The course is intended for junior personnel in the CI field, supervisory personnel who direct the work of CI officers, and all other personnel who need orientation in CI. The material is presented by means of lectures, seminars, directed reading, and practical exercises. Emphasis is on methods. Course content is as follows:

- A. Introduction: definition of terms, history and legal authority; CI responsibilities and relationships of DB/P to the intelligence community, the CI Staff
- B. Foreign intelligence services: includes brief treatment of liaison
- C. Methods: the means of investigating and verifying; includes sources, reporting, records and records exploitation, analysis and assessment, etc.
- D. CI operations: types, basic principles, examples
- E. Panel discussion (questions and summary)

III. Certification of Course Completion

Mr. Keehan was present throughout the course and submitted all papers required for the practical exercises. These showed commendable effort and a good beginning for one with little or no actual experience. He was an attentive listener and seemed to gain a good deal from the course.

FOR THE DIRECTOR OF TRAINING:

*Hyatt E. Boyer*  
Chief Instructor  
CI Familiarization Course

SECRET

SECRET

TSS/PB/TRAINING DIVISION EVALUATION

DARKROOM \_\_\_\_\_

BASIC PHOTOGRAPHY No. 1

NAME WHELAN, THOMAS JAMES DIV JATP BR 100 DATES TRAINED: from 9/22/57 to 9/24/57

This course is primarily designed to develop the following skills: Use of 35 mm cameras with accessories, document copy, processing and printing.

	None	Unsat.	Fair	Good	Excellent	Superior
<b>I. Manipulation of camera.</b>						
a. Leica					A	
b. Retina II C	X					
c. Recordak			X			
<b>II. Processing and printing.</b>						
a. Film loading				X		
b. Film processing				X		
c. Enlarging					A	
d. Reflex and contact printing			X			
<b>III. Use of accessory equipment.</b>						
a. Exposure meter				X		
b. Filters	X					
c. Telephoto and wide angle lenses				X		
<b>IV. Document copy and small objects.</b>						
a. Available light					X	
b. Accessory illumination					X	
c. BOOWU, portra lens, focus slide					X	
<b>V. Ground photography.</b>						
a. Coverage					X	
b. Report					X	
<b>VI. Casing.</b>						
a. Coverage					X	

S-E-C-R-E-T

TSS EVALUATION

NAME Thomas J. Smith DIVISION OTR/OTF  
SUBJECT [Redacted] (Basic)  
DATES TRAINED 3-13 September 1957

EVALUATION:

- |  |         |
|--|---------|
| 1. Comprehension of Principles         | Good    |
| 2. Alertness and Interest              | Good    |
| 3. Operational Appreciation of Subject | Good    |
| 4. Manual Dexterity                    | Good    |
| 5. Care in Work                        | Good    |
| 6. Aptitude                            | Good    |
| 7. Technician Potential                | Average |

NOTE: "Technician Potential" is an estimate of the technical ability the student might acquire after advanced instruction and practice—it is not an estimate of his current level of technique.

Ratings: Poor, Average, Good, Excellent

Edward Sivik  
Instructor

Please return five copies of this form to TSS/TRD for overt distribution.  
Please return three copies of this form to TSS/TRD for covert distribution.

OVERT DISTRIBUTION

- 1 - Senior Staff Training Officer
- 1 - Division Training Liaison Officer
- 1 - OTR Registrar
- 1 - Officer of Personnel
- 1 - TSS/TRD

COVERT DISTRIBUTION

- 1 - Senior Staff Training Officer
- 1 - Division Training Liaison Officer
- 1 - TSS/TRD

S-E-C-R-E-T

SECRET

TSS EVALUATION

NAME Thomas J. Egan DIVISION JOT  
SUBJECT [REDACTED]  
DATES TRAINED 26 - 30 August 1957

In this course an effort was made to acquaint the student with all aspects of the subject, stressing the memorial point of view, and, at the same time, to have the student acquire an operational degree of proficiency in the three

The broad coverage given in this course allowed little time for systematic and comprehensive evaluation of the performance of each student. For this reason evaluations have been made only in terms of [REDACTED]

The performance of Mr. Egan was SATISFACTORY.

INSTRUCTOR  
[REDACTED]

Please return ~~four~~ copies of this form to TSS/ID for covert distribution.  
Please return ~~one~~ copies of this form to TSS/ID for covert distribution.

COVERT DISTRIBUTION:  
1 - Senior Staff Training Officer  
1 - Division Training Liaison Officer  
1 - CT/Registrar  
1 - Office of Personnel

1 - TSS/ID File

COVERT DISTRIBUTION:  
1 - Operations Officer  
1 - TSS/ID  
1 - Senior Staff

SECRET

REPORT OF THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

NAME	SEA	DATES ON DUTY	NO. OF MONTHS
Keenan, Thomas J.	M	1 - 26 July 1957	13
DATE OF BIRTH	1ST DUTY	GRADE ON 1957	GRADE
24 June 1930	May 1957	OS-7	OTS/JOFF

## Junior Officer Trainee

SECTION III: OBJECTIVES OF THE CAMPAIGN

201900000 students to the skills and techniques involved in the processing of intelligence materials;

To do the practice in the oral written presentation of intelligence.

REPORT OF THE ANALYTICAL CHARACTERIZATION OF THIS CASE

Intelligence Potentials: In the four weeks (30 hours), course designed for the Junior 10 team trainees but available to participants who are or will be assigned to the preparation of intelligence. Emphasis is on "thinking by doing," through delivery of a series of integrated written exercises and require summarizing of actual intelligence documents. Emphasis is also placed on the oral presentation of intelligence through series of briefings before the class. A syllabus is assigned to assist in problem identification and, finally, the class are assigned to the course syllabus and the results are presented to the class. Students are instructed to, so, of briefing at the end of the course. The student also prepares an annotated bibliography, and writes a paper on a concept of this research.

1. The first of these is the fact that the student body is not homogeneous. It is made up of students from many different backgrounds, cultures, and social classes. This diversity is a strength, but it also presents challenges. The student body is not homogeneous. It is made up of students from many different backgrounds, cultures, and social classes. This diversity is a strength, but it also presents challenges.

[illegible]

Although the student may have met some of the standards set for achieving achievement of this course goal or objective, he demonstrated serious lack of knowledge or sufficient lack of skill to be of doubtful competence.

Please note price distribution. The material listed for grade 12 is a complete

particular with the "known" indicate the most difficult and complex cases, to which the Bureau has assigned the best of its staff. The Bureau is confident that the information staffs have a great deal of the information available to them, and that the Bureau is doing its best to keep the public informed.

2 7 13 12 19 6 17 12

74

Mr. Keenan was a bit slow in adjusting to the requirements of the course, but during the last two weeks he showed definite progress in his grasp of the production problems. His oral presentations improved steadily, and his final briefing was excellent, both in substance and in presentation. Mr. Keenan is a very pleasant young man, interested and cooperative, and gives promise of being a sound intelligence officer.

**SECRET**

<b>TRAINING EVALUATION -- INTELLIGENCE ORIENTATION</b>				COURSE NO. <b>10</b>	
<b>SECTION I IDENTIFYING INFORMATION</b>					
NAME OF STUDENT <b>Keenan, Thomas J.</b>		SER. NO. <b>1000</b>		DATES OF COURSE <b>27 May - 21 June 1957</b>	
DATE OF BIRTH <b>May '57</b>		GRADE OR RANK <b>OS-7</b>		NO. OF STUDENTS <b>63</b>	
PROJECTED ASSIGNMENT OR PRESENT POSITION <b>Junior Officer Trainee</b>					
<b>SECTION II CHARACTERISTICS OF THE COURSE</b>					
This course is presented primarily by lecture and reading; it also includes seminars and discussion periods. Each phase of the course is rated by a single multiple choice test.					
<b>SECTION III OBJECTIVES</b>					
The objectives of the Introduction to Intelligence phase are:					
<ol style="list-style-type: none"> <li>1. To develop understanding of the mission and organization of CIA and its role in the intelligence community and the national security effort.</li> <li>2. To develop understanding of the functions of CIA components with responsibilities for intelligence, support and other activities.</li> </ol>					
The objective of the Introduction to Communism phase is to provide a basic understanding of the Communist ideology and of the background, organization, activities and capabilities of the International Communist Movement and the U.S.P.					
<b>SECTION IV STUDENT ACHIEVEMENT RATINGS</b>					
The numbers placed in the columns below show how many students received each rating. An asterisk(*) shows the rating this student received.					
SUBJECT	HOURS	UNSATISFACTORY	SATISFACTORY	EXCELLENT	
INTRODUCTION TO INTELLIGENCE	80	0	37	28*	
INTRODUCTION TO COMMUNISM	80	1	23	34*	
<b>SECTION V COMMENTS</b>					
INDICATE ANY STRENGTH AND WEAK POINTS OF THE STUDENT, OR ANYTHING THAT MAY HAVE INFLUENCED HIS PERFORMANCE IN THE COURSE.					
CONTINUE COMMENTS ON REVERSE SIDE <input type="checkbox"/>					
FOR THE DIRECTOR OF TRAINING					

# PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) <u>KEENE</u> <u>THOMAS</u> <u>JOHN</u>		3. Office
4. Date of Birth	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Marital Status <u>M</u> Nr. Dependents <u>1</u>	6. Employment Date: <u>20 MAY 1952</u>
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____		

## SEC. I. EDUCATION

### 1. Extent: (circle one)

- |  |  |                   |
|--|--|-------------------|
| 1. Less than high school                         | 4. Two years college, or less                | 8. Masters degree |
| 2. High school graduate                          | 5. Over two years, no degree                 | 9. Doctors degree |
| 3. Trade, Business or Commercial school graduate | (6) Bachelor degree                          |                   |
|  | 7. Post-graduate study (minimum 8 sem. hrs.) |                   |

### 2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs.
			From	To	Day	Night	Title	Date	
UNIV OF WIS. CRT. AT MADISON	HIST	GERM	1948	50	2		TRANSFERRED		63
MASSACHUSETTS UNIV	HIST		1950	53	3		BS	JUNE 1953	29
								1954	142

### 3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

### 4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
ARMY OFFICER CANDIDATE	JULY 1952	NOV 1952	4	GENERAL ARMY OFFICER TRAINING

CODED  
FOR  
QUALIFICATIONS  
DATE 22 APR 1957

## SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____

## SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From <u>1971</u> To <u>1972</u> Tot. mo's <u>12</u> Classification Grade (if in Federal Service) <u>GS-16</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>20 Civilian, 10 Military</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Senior Teacher</u> <u>U.S. Naval Radio Station, San Diego, CA</u> Description of Duties: <u>Supervisor Control Center - C.D. UNCOMMINT</u> <u>Responsible for Administration and Operational Procedures of the Agency</u>
From <u>1968</u> To <u>1971</u> Tot. mo's <u>36</u> Classification Grade (if in Federal Service) <u>GS-16</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>20 Civilian, 10 Military</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Asst. Officer in Charge</u> <u>Office of Communications Section</u> Description of Duties: <u>Responsible to OIC for all radio transmissions and reception, maintenance of radio equipment &amp; personnel</u>
From <u>1964</u> To <u>1968</u> Tot. mo's <u>48</u> Classification Grade (if in Federal Service) <u>GS-16</u> Salary <u>3173</u> Number and Class of Employees Supervised: <u>11 Civilian, 102</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Communications Officer</u> <u>Office of Communications with Officers</u> Description of Duties: <u>Responsible for operation of radio equipment &amp; personnel</u>
From <u>1961</u> To <u>1964</u> Tot. mo's <u>36</u> Classification Grade (if in Federal Service) <u>GS-16</u> Salary <u>361</u> Number and Class of Employees Supervised: <u>10 Civilian</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Senior Teacher</u> <u>Office of Communications</u> Description of Duties: <u>Responsible for operation of radio equipment &amp; personnel</u>
From <u>1958</u> To <u>1961</u> Tot. mo's <u>36</u> Classification Grade (if in Federal Service) <u>GS-16</u> Salary <u>361</u> Number and Class of Employees Supervised: <u>10 Civilian</u> Employer <u>U.S. Navy</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>Senior Teacher</u> <u>Office of Communications</u> Description of Duties: <u>Responsible for operation of radio equipment &amp; personnel</u>

## SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- |  |  |
|--|--|
| 01 <input type="checkbox"/> U. S. Secret Service         | 24 <input type="checkbox"/> Air Force A-2                |
| 02 <input type="checkbox"/> Civil Police                 | 25 <input type="checkbox"/> Foreign Economic Admin.      |
| 03 <input type="checkbox"/> Military Police              | 26 <input type="checkbox"/> Counter Intelligence Corps   |
| 04 <input type="checkbox"/> U. S. Border Patrol          | 27 <input type="checkbox"/> Immigration & Naturalization |
| 05 <input type="checkbox"/> U. S. Narcotics Squad        | 28 <input type="checkbox"/> Strategic Services Unit      |
| 06 <input type="checkbox"/> FBI                          | 29 <input type="checkbox"/> Foreign Service, State Dept. |
| 07 <input type="checkbox"/> Criminal Investigation Div.  | 30 <input type="checkbox"/> Central Intelligence Group   |
| 21 <input type="checkbox"/> Office of Naval Intelligence | 31 <input type="checkbox"/> Armed Forces Security Agency |
| 22 <input type="checkbox"/> Office of War Information    | 32 <input type="checkbox"/> Coordinator of Information   |
| 23 <input type="checkbox"/> Army G-2                     | 33 <input type="checkbox"/> Office of Facts & Figures    |
| 20 <input type="checkbox"/> Office of Strategic Services | 34 <input type="checkbox"/> Board of Economic Warfare    |
|  | 35 <input type="checkbox"/> Federal Communications Comm. |

## SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE						HOW ACQUIRED			
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study
French										
Spanish										

\* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein \_\_\_\_\_

\*\* Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. \_\_\_\_\_

#### SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study

#### 2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

#### SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1. 5	2.	20-30	1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

#### SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

#### SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.


OFFICE OF

# **SEC. VIII. PUBLICATIONS**

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.


# **SEC. IX. INVENTIONS**

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

# **SEC. X. TESTS (Within present organization)**

Describe below the type of tests which you have taken.

Type of Test	Date Taken

# **SEC. XI. PHYSICAL HANDICAPS**

List any physical handicaps you may have.

None

# **SEC. XII. OVERSEAS ASSIGNMENT**

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour	(2) 4 year Tour	(3) Not interested
-----------------	-----------------	--------------------

# **SEC. XIII. WORK ASSIGNMENT**

In view of your total experience and education, for what assignment do you think you are best qualified?


#### SEC. XIV. MILITARY STATUS

##### 1. Present Draft Status

Have you registered under the Selective Service Act of 1948? ☒ Yes ☐ No.

If yes, indicate your present draft classification 4-F

##### 2. Present Reserve or National Guard Status

Do you now have Reserve or National Guard Status ☒ Yes ☐ No.

If yes, complete the following.

1. ☐ National Guard
2. ☐ Air National Guard
3. ☐ Active Reserve Status (member of organized unit)
4. ☒ Inactive Reserve Status

Service U.S. ARMY RESERVE Grade LTJG Serial Number 574838

Reserve Unit with which currently affiliated ADMIN ONLY - CONNING

Service Mobilization Assignment, if any                     

Location of Service Records, if known U.S. ARMY RESERVE OFFICE, DANIA, FLA.  
2 H.Q. COMMAND - 9TH AIR DISTRICT, ST. ANTONIO, TX.

#### SEC. XV. TRAINING

List the training courses or subjects you have taken in this organization.

Course or Subject	(from) Dates (to)	Hours

#### SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.


DATE 24 May 1952

SIGNATURE Thomas J. Conning

## APPOINTMENT AFFIDAVITS

**IMPORTANT.**—Before swearing to these appointment affidavits, you should read and understand the attached information for appointees.

.....CENTRAL INTELLIGENCE AGENCY  
(Department or agency)

(Bureau or Division)

Washington, D.C.  
(Place of employment)

I, THOMAS J. KEENAN, do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

20 May 1957  
(Date of retirement on duty)

Thomas J. Keenan  
(Signature of appointee)

Subscribed and sworn before me this 20th day of May A. D. 1957.

at Washington, D.C.  
(City)

(State)

[SEAL]

Walter S. [Signature]  
(Signature of officer)  
(Title)

**NOTE.**—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVES OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED DURING THE PAST 24 MONTHS? ☐ YES ☒ NO

If so, for each such relative fill in the blank below. If additional space is necessary, complete under item 13.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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[illegible]

**INSTRUCTIONS TO APPOINTING OFFICER.**—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointment. This form should be checked for holding of office, pension, any record of recent discharge for arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and/or other pertinent papers and (2) his physical appearance against the medical certificate.

STANDARD FORM 144  
REVISED SEPTEMBER 1964  
U.S. CIVIL SERVICE COMMISSION  
FPM CHAPTERS 41, 42, AND 43

# STATEMENT OF PRIOR FEDERAL, MILITARY AND MILITARY SERVICE AND DETERMINATION OF COMPETITIVE STATUS

**IMPORTANT:** The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

## PART I—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial)

KEENE, THOMAS J

2. DATE OF BIRTH

PART II—THIS COLUMN IS  
FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

10. A. CSC STATUS: ☐ YES ☐ NO

B. TYPE OF PRESENT  
APPOINTMENT

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD  
PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)

NAME AND LOCATION OF AGENCY

FROM—

TO—

TYPE OF  
APPOINTMENT  
IF KNOWN

11. SERVICE

YEAR

MONTH

DAY

SCD  
Jan 19 1954  
JH 10/24/54

56 10 32  
53 7 12

4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE  
MILITARY SERVICE, WRITE "NONE"

BRANCH

FROM—

TO—

DISCHARGE  
(Hon. or dishon.)

U.S. ARMY

1953 July 12

1956 NOV 11

NOV.

3 3 20 21  
DD-214 Active  
3 04 01

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE  
WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? ☐ YES ☒ NO  
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION:

TYPE IF KNOWN  
(LWOP, Fuel, Susp, AWOL, New Mar)

FROM—

TO—

TOTAL

YEAR MONTH DAY

YEAR MONTH DAY

YEARS MONTHS DAYS

12. TOTAL SERVICE

3 3 21

13. NONCREDITABLE SERVICE  
(Leave purposes only)

14. NONCREDITABLE SERVICE  
(RIF purposes only)

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?  
☐ YES ☒ NO

(If answer is "Yes," in what agency were you employed at the time status was acquired?)

15. REEMPLOYMENT RIGHTS  
☐ YES ☒ NO

16. RETENTION RIGHTS  
☐ YES ☒ NO

17. EXPIRATION DATE OF RETEN-  
TION RIGHTS

7. ARE YOU:

A. THE WIFE OF A DISABLED VETERAN? ☐ YES ☒ NO

B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? ☐ YES ☒ NO

C. THE UNREMARKED WIDOW OF A VETERAN? ☐ YES ☒ NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

20 May 1957

(DATE)

Thomas J. Keene  
(SIGNATURE)

Subscribed and sworn to before me on this 20th day of May 1957 at Washington, D.C.

(MONTH)

(CITY)

(STATE)

S E A L

Michael J. [Signature]

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

INSTRUCTIONS: Fill this form on the personnel side of the employee's official personnel folder immediately before or after the personnel  
action involved.

(OVER)

16-51420-8

Part III.—DETERMINATION OF COMPETITIVE STATUS. (Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter 52.) Employee has a competitive status. This determination is based upon the following evidence:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE

PART IV.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 13)	CREDITABLE SERVICE (Leave Purpose)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purpose)	SERVICE COMPUTATION DATE (Leave Purpose)
Years				05/15/50	3	29/1/53
Months						
Days						

PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES. (Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 14)	CREDITABLE SERVICE (RIF Purpose)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purpose)	SERVICE COMPUTATION DATE* (RIF Purpose)
Years						
Months						
Days						

\* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 7

REMARKS:

SECRET

MEMORANDUM FOR: THOMAS J. KEENAN

SUBJECT: Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY for credit reference or for any other purpose.
2. You are to disregard that portion of the Monday morning Personnel EOD Orientation and the Thursday afternoon Security Introduction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.
3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to use the Security Officer responsible for your activity.

*G. M. Stewart*

G. M. STEWART  
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

20 MAY 1957  
Date

*Thomas J. Keenan*  
Signature of Employee

SECRET

C-O-N-F-I-D-E-N-T-I-A-L

Testing Secrecy Agreement

I shall be participating in a testing program administered by the National Security Agency (NSA). I understand that other government agencies, including the Central Intelligence Agency (CIA), are associated with the NSA testing program and that this information is not for public use. Therefore, I agree to the following conditions with regard to this testing:

1. I will not divulge or reveal under any circumstances whatsoever any information with respect to testing procedures of CIA. Such information will include, but will not be limited to, the types and contents of tests and questionnaires, and information disclosed by examiners.
2. I will not reveal the fact that CIA is associated with the NSA testing program. I will not mention the name of the Central Intelligence Agency or any part of its program to the examiner or to any other person, including those participating in the testing. (The examiner is not a CIA official.)
3. If I am asked by a CIA official whether I have been tested, I will indicate only the date and purpose of the testing.
4. If inquiry is made by anyone other than a CIA official, I will give no information whatsoever about testing procedures. I will not even mention the fact that I signed this agreement.
5. If I am asked what government agencies I am being tested for, I will reveal only that I took the NSA tests.
6. This agreement is perpetually binding whether or not I am employed by CIA.

  
Signature of Agreement

26 Jan 1957  
Date

C-O-N-F-I-D-E-N-T-I-A-L



**SECRECY AGREEMENT**

13 Jan 1956  
Date

1. I am aware of the fact that the Central Intelligence Agency by reason of the sensitive nature of its work, must observe very strict security measures.
2. I agree to honor the requests of the Central Intelligence Agency relative to my application for employment or rendition of services whether it be accepted or rejected.
3. I agree not to inform anyone that I am being considered for a position in the Central Intelligence Agency, unless specifically authorized by a representative of the Central Intelligence Agency.
4. I agree not to disclose processing procedures I have observed in the Central Intelligence Agency.
5. I agree not to discuss by name or otherwise, any individuals with whom I have talked in the course of my application for employment to the Central Intelligence Agency.

Signature

Signature \_\_\_\_\_

**Witness**



**SECRET**

1. NAME (Last, First, Middle) <b>Acehan, Thomas J.</b>		2. DATE OF BIRTH [Redacted]		3. GRADE <b>GS 14</b>	
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>BH/ Lima</b>		5. PRESENT POSITION		6. EMPLOYEE EXTENSION <b>681C</b>	
7. PROPOSED STATION <b>BH/ Kingston, Jamaica</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>COS 060 GS 14</b>			
9. TYPE OF COVER AT NEW STATION [Redacted]		10. ESTIMATED DATE OF DEPARTURE <b>1 Sept 1973</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven</b>	
12. COMMENTS					
13. DATE OF REQUEST <b>26 July 1973</b>		14. [Redacted]		15. ROOM NUMBER AND BUILDING <b>SD6317</b>	
		G. OFFICIAL		16. EXTENSION <b>681B</b>	
17. OFFICE OF MEDICAL SERVICES DISPOSITION  <b>Qualified overseas PCS. 23 October 1973</b> [Redacted] <b>OMS/pro</b>					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>					

**SECRET**

1. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>		2. DATE OF BIRTH [Redacted]	3. GRADE <b>GS-14</b>
4. OFFICE, DIVISION, BRANCH (BY OVERSEAS RELATION and existing cover if later) <b>DDP/WH/Bogota</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>7431</b>
7. PROPOSED STATION <b>Lima, Peru</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Off DCOS/0138/02-14</b>	
9. TYPE OF COVER AT NEW STATION [Redacted]		10. ESTIMATED DATE OF DEPARTURE <b>Oct 71</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>seven (7)</b>
12. COMMENTS <p><b>Vice: [Redacted]</b></p> <p><b>Physical will be taken in the field and results forwarded to Hqs.</b></p> <p><b>Mr. Keenan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirement of the Station.</b></p>			
13. DATE OF REQUEST <b>19 Mar 71</b>	14. SIGNATURE OF REQUESTING OFFICIAL [Redacted]	15. ROOM NUMBER AND BUILDING <b>3D 5309 Hqs</b>	16. EXTENSION <b>7431</b>
17. OFFICE OF SPECIAL SERVICES DISPOSITION <p><b>Qualified Overseas PCS</b></p> <p><b>12 May 1971</b> [Redacted] <b>CHS/pro</b></p>			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
REQUEST FOR PCS OVERSEAS EVALUATION			

**SECRET**  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, Thomas J.</b>		<b>8 May 1969</b>
3. POSITION/TITLE <b>Ops Officer</b>		4. GRADE <b>GS-13</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/VH/3/Bogota</b>		6. EMPLOYER'S EXT. <b>6816</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT  <input type="checkbox"/> ENTRANCE ON DUTY  <input type="checkbox"/> TDY STANDBY  <input type="checkbox"/> SPECIAL TRAINING  <input type="checkbox"/> ANNUAL  <input type="checkbox"/> RETURN TO DUTY  <input type="checkbox"/> FITNESS FOR DUTY  <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> HQS/TDY <input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT  <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           ETO             STATION  <b>Bogota</b>            TDY OR PCS  <b>PCS</b>            TYPE/UP CODE            NO. OF DEPENDENTS TO ACCOMPANY            NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 29) ATTACHED         </div> <input checked="" type="checkbox"/> RETURN FROM OVERSEAS  <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           STA  <b>9 June 1969</b>            STATION  <b>Bogota</b>            NO. OF DEPS         </div> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">             MEDICALLY QUALIFIED FOR              PROPOSED OS PCS. &amp;           </div> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">             DONALD FARM           </div>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		
<input checked="" type="checkbox"/> YES  <input type="checkbox"/> NO		
9. REQUESTING OFFICER		
SIGNATURE: _____  ROOM NO. & BUILDING: <b>306302 Hqs.</b> EXT.: <b>6816</b>		
10. COMMENTS <p>Mr. Keenan will be in Washington TDY during the week of 9 June. He is then scheduled for home leave and return to Bogota for another two year tour. It is requested that arrangements be made for a physical examination at Hqs. during the week of 9 June 1969. His family will have their physicals in Bogota.</p>		
11. REPORT OF EVALUATION		
DATE: _____ SIGNATURE FOR CHIEF OF MEDICAL STAFF: _____		



SECRET

1. NAME (Last, First, Middle) <b>Keenan, Thomas John</b>		2. DATE OF BIRTH <div></div>	3. GRADE <b>GS-12</b>
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>DDP/WH/CA</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>6615</b>
7. PROPOSED STATION <b>Bogota, Colombia</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Officer/0327/GS-13</b>	
9. TYPE OF COVER AT NEW STATION <div></div>		10. ESTIMATED DATE OF DEPARTURE <b>May 1967</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b>
12. COMMENTS <b>Form 88 is attached.</b>			
13. DATE OF REQUEST <b>13 February 67</b>	14. SIGNATURE OF REQUESTING OFFICER <div></div>	15. ROOM NUMBER AND BUILDING <b>3 D 5309</b>	16. EXTENSION <b>6615</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION <div></div>			
18. OFFICE OF SECURITY DISPOSITION <div></div> <p>P 215 67</p>			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION <div></div>			
REQUEST FOR PCS OVERSEAS EVALUATION			

FORM 259a USE PREVIOUS EDITIONS

SECRET



SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		DATE OF REQUEST
1. NAME (Last, First, Middle) <b>KEENAN, Thomas</b>		2. GRADE <b>GS-12</b>
3. OFFICE, DIVISION, BRANCH <b>DDP/WH</b>		4. EMPLOYEE'S EXT.
5. PURPOSE OF EVALUATION		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> PRE-EMPLOYMENT   <input type="checkbox"/> ENTRANCE ON DUTY   <input checked="" type="checkbox"/> TDY STANDBY <b>Latin America</b>   <input type="checkbox"/> SPECIAL TRAINING   <input type="checkbox"/> ANNUAL   <input type="checkbox"/> RETURN TO DUTY   <input type="checkbox"/> FITNESS FOR DUTY   <input type="checkbox"/> MEDICAL RETIREMENT </div> <div style="width: 50%;"> <input type="checkbox"/> HUGS/TDY  <input type="checkbox"/> OVERSEAS ASSIGNMENT  <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">           KID            STATION            TDY OR PCS  <b>TDY</b>            TYPE OF COVER            NO. OF DEPENDENTS TO ACCOMPANY            NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED </div> <input type="checkbox"/> RETURN FROM OVERSEAS  <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">           LTA            STATION            NO. OF DEPS </div> </div> </div>		
6. OVERSEAS PLANNING EVALUATION (One block must be checked)		7. REQUESTING OFFICER
<input type="checkbox"/> YES <input type="checkbox"/> NO		<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>105113</span> <span>6215</span> </div>
8. COMMENTS		
9. REPORT OF EVALUATION		
<div style="text-align: center;"> <b>QUALIFIED FOR TDY STANDBY</b>  <b>UNTIL Nov 64</b>  <b>REX HART</b>  <small>CHIEF OF MEDICAL STAFF</small> </div>		

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, Thomas J.</b>		3. POSITION TITLE <b>Ops Officer</b>
3. OFFICE, DIVISION, BRANCH <b>DDP/JH/PO</b>		4. GRADE <b>GS-12</b>
		5. EMPLOYEE'S EXT. <b>7811</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> TDY	NO. OF DEPENDENTS TO ACCOMPANY
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED
<input checked="" type="checkbox"/> TDY STANDBY <b>Latin America</b>		
<input type="checkbox"/> SPECIAL TRAINING		
<input type="checkbox"/> ANNUAL		
<input type="checkbox"/> RETURN TO DUTY		
<input type="checkbox"/> FITNESS FOR DUTY		
<input type="checkbox"/> MEDICAL RETIREMENT		
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES		SIGNATURE
<input type="checkbox"/> NO		ROOM NO. & BUILDING <b>H-56</b>
		EXT. <b>6815</b>
10. COMMENTS		
11. REPORT OF EVALUATION		
QUALIFIED FOR TDY STANDBY UNTIL		
DATE <b>PETER</b>		
SIGNATURE FOR CHIEF OF MEDICAL SERVICE		

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEELEN, THOMAS J.</b>		<b>30 NOVEMBER 1964</b>
3. POSITION TITLE <b>OPS OFFICER</b>		4. GRADE <b>GS-12</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/MW/3</b>		6. EMPLOYEE'S EXT.
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> MEDICAL TOY	
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	
<input type="checkbox"/> TOY STANDBY	ETO	
<input type="checkbox"/> SPECIAL TRAINING	STATION	
<input type="checkbox"/> ANNUAL	TOY OR PCS	
<input type="checkbox"/> RETURN TO DUTY	TYPE OF COVER	
<input type="checkbox"/> FITNESS FOR DUTY	NO. OF DEPENDENTS TO ACCOMPANY	
<input type="checkbox"/> MEDICAL RETIREMENT	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 89) ATTACHED	
<input checked="" type="checkbox"/> RETURN FROM OVERSEAS		ETA
		STATION
		<b>MEXICO CITY, MEXICO</b>
		NO. OF DEPENDENTS
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input type="checkbox"/> YES	SIGNATURE	
<input type="checkbox"/> NO	ROOM NO. & BUILDING	
		EXT.
10. COMMENTS		
18 AND 21 DEC. 0900 1245		
CITY VISIT FOR CURRENT DUTIES		
11. REPORT OF EVALUATION		
12-20-64		
DATE		SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 259 USE PREVIOUS EDITIONS.

SECRET

1293

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, Thomas John</b>		8 April 65
3. OFFICE, DIVISION, BRANCH <b>DDP/WIV/ISO</b>	5. POSITION TITLE <b>Ops Officer</b>	4. GRADE <b>GS-10</b>
6. EMPLOYEE'S EXT. <b>6576</b>		
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> TDY	MDQS/TDY
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	Please re-evaluate
<input checked="" type="checkbox"/> TDY STANDBY		ETA
<input type="checkbox"/> SPECIAL TRAINING		STATION
<input type="checkbox"/> ANNUAL		TDY OR PCS
<input type="checkbox"/> RETURN TO DUTY		<b>TDY</b>
<input type="checkbox"/> FITNESS FOR DUTY		TYPE OF COVER
<input type="checkbox"/> MEDICAL RETIREMENT		NO. OF DEPENDENTS TO ACCOMPANY
		NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES	SIGNATURE	
<input type="checkbox"/> NO	ROOM NO. & BUILDING	
	EXT. <b>6576</b>	
10. COMMENTS		
QUALIFIED FOR TDY STANDBY		
11. REPORT OF EVALUATION		
DATE <b>14 13 65</b>		
SIGNATURE OF MEDICAL STAFF		

**SECRET**  
(WHEN FILLED IN)

### REQUEST FOR MEDICAL EVALUATION

1. NAME (LAST) <b>KEEHAN</b>		(FIRST) <b>Thomas</b>	(MIDDLE) <b>J.</b>	2. DATE OF REQUEST <b>15 September 1959</b>
3. POSITION TITLE <b>Ops Officer</b>		4. OFFICE, DIVISION AND BRANCH <b>DDP/WH/III</b>		5. GRADE <b>OS-9</b>
6. REQUESTING OFFICE <b>J. Washburn, WH/Per</b>		7. BUILDING AND ROOM NO. <b>1401 Barton</b>		8. EXTENSION <b>0242</b>

TYPE OF EVALUATION AND REPORT	
<p>9. TYPE OF EVALUATION</p> <p><input type="checkbox"/> PRE-EMPLOYMENT</p> <p><input type="checkbox"/> ENTRANCE ON DUTY</p> <p><input checked="" type="checkbox"/> OVERSEAS</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>ETO <b>e/a 15 February 1959</b></p> <p>STATION <b>Mexico City, Mexico</b></p> <p>TOY-PCS <b>PCS</b></p> </div> <p><input type="checkbox"/> OVERSEAS RETURN</p> <p><input type="checkbox"/> TOY STANDBY</p> <p><input type="checkbox"/> SPECIAL TRAINING</p> <p><input type="checkbox"/> ANNUAL</p> <p><input type="checkbox"/> RETURN TO DUTY</p> <p><input type="checkbox"/> FITNESS FOR DUTY</p> <p><input type="checkbox"/> MEDICAL RETIREMENT</p>	<p>10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 18-200</p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p align="center">Subject will be <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p> <p align="center"><i>[Handwritten signature]</i></p>

<p>9A. REPORT OF MEDICAL EVALUATION</p> <p><input checked="" type="checkbox"/> QUALIFIED</p> <p><input type="checkbox"/> DISQUALIFIED</p>	<p>10A. REPORT OF OVERSEAS PLANNING EVALUATION</p> <p><input type="checkbox"/> QUALIFIED</p> <p><input type="checkbox"/> DISQUALIFIED</p>
---	---

11. COMMENTS	
<p align="center"><b>Dependents to accompany</b></p> <p>Wife - <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p> <p>Daughter - <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p> <p>Daughter - <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span></p>	<p align="center"><b>Subject's and dependent 39's attached.</b></p>

DATE OF EVALUATION <b>9 - 17 - 59</b>	SIGNATURE FOR CHIEF, MEDICAL STAFF <i>[Signature]</i>
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SECRET  
(When Filled In)

# MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	2. NAME (First)	3. NAME (Middle)	4. DATE
KEEFNAH	THOMAS	JOHN	21 Jan 1958
5. TO POSITION	6. OFFICE, DIVISION, BRANCH	7. GRADE	
JOT	JOTP/TR	OS-7	
8. TYPE OF POSITION	9. EVALUATE FOR		
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> EGO <input type="checkbox"/> Overseas <input type="checkbox"/> Returned <input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) Training at ISOLATION beginning 3 March 1958		
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only <input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified			
Remarks:			
Send reports to JOTP/TR, 2518 O. Eye Make appointments with JOTP/TR, Extension 3514 QUALIFIED FOR PROPOSED TRAINING JAN 23 1958			

SECRET  
(When Filled In)

# MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	2. NAME (First)	3. NAME (Middle)	4. DATE
KEEFNAH	THOMAS	JOHN	9 October 1957
5. TO POSITION	6. OFFICE, DIVISION, BRANCH	7. GRADE	
Junior Officer Trainee	JOTP/TR	OS-7	
8. TYPE OF POSITION	9. EVALUATE FOR		
<input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> EGO <input type="checkbox"/> Overseas <input type="checkbox"/> Returned <input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) Training - Cps Fan Course #11 beginning 4 November 1957		
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only <input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified			
Remarks:			
Send reports to JOTP/TR, 2518 Quarters Eye Make appointments with JOTP/TR, Extension 3514 QUALIFIED FOR PROPOSED TRAINING OCT 11 1957			

SECRET

SECRET  
(When Filled In)

# MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	2. NAME (First)	3. NAME (Middle)	4. DATE
KEERAN	Thomas	John	SEP 1 1957
5. TO POSITION	6. OFFICE, DIVISION, BRANCH	7. ORIGIN	
JOT	OTR/JOTP	OSR 7	
8. TYPE OF POSITION	9. EVALUATE FOR		
<input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returned <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Special (Specify)		
Re-evaluated for ISO Trng - 9/30/57 - OC			
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks:			
<p>Send reports to JOTP/TR, 2413 Alcott.</p> <p>Make appointments with JOTP/TR, X3514.</p> <p>QUALIFIED FOR PROPOSED TRAINING</p> <p>SEP 1</p>			

SECRET

CONFIDENTIAL

## Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Records & Services Division/OP  
ATTN :   
FROM : Director of Training

DATE: 2 APR 1957

SUBJECT: KENAN, Thomas John - Confirmation of Request for Action at GS-7

The Medical Office has granted Thomas J. Keenan Full Duty/  
General status. Please confirm the request dated 8 February 1957  
to initiate action on Mr. Keenan.

*MBaird*  
MATTHEW BAIRD

CONFIDENTIAL

SECRET  
(When Filled In)

# MEDICAL ACTION REQUEST AND REPORT

## I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)		(First)		(Middle)		2. DATE
KEENAN		THOMAS		JOHN		14 March 1957
3. TO POSITION		4. OFFICE, DIVISION, BRANCH				
JOT		CTR/JOTP				
5. TYPE OF POSITION		7. EVALUATE FOR				
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas		<input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)				

## II. REPORT OF MEDICAL EVALUATION

<input type="checkbox"/> Qualified for Full Duty (General)	SECRET	<input type="checkbox"/> Qualified for Full Duty (Special)
<input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Disqualified

Remarks:

**FULL DUTY/GENERAL** ~~GENERAL~~

Please send copy to JOTP, 2413

SECRET

MEDICAL OFFICE

SECRET  
(When Filled In)

# MEDICAL ACTION REQUEST AND REPORT

## I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)		(First)		(Middle)		2. DATE
KEENAN		THOMAS		JOHN		14 March 1957
3. TO POSITION		4. OFFICE, DIVISION, BRANCH				
JOT		CTR/JOTP				
5. TYPE OF POSITION		7. EVALUATE FOR				
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas		<input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)				

## II. REPORT OF MEDICAL EVALUATION

<input type="checkbox"/> Qualified for Full Duty (General)	SECRET	<input type="checkbox"/> Qualified for Full Duty (Special)
<input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Disqualified

Remarks:

**FULL DUTY/GENERAL** ~~GENERAL~~

Please send copy to JOTP, 2413

SECRET

CONFIDENTIAL  
SECURITY INFORMATION  
SECURITY APPROVAL

Date: 19 April 1957

TO: Chief, Records & Services Division  
Personnel Office  
FROM: Chief, Security Division  
Personnel  
SUBJECT: KECHAN, Thomas John

Your Reference: C-7673 OTR

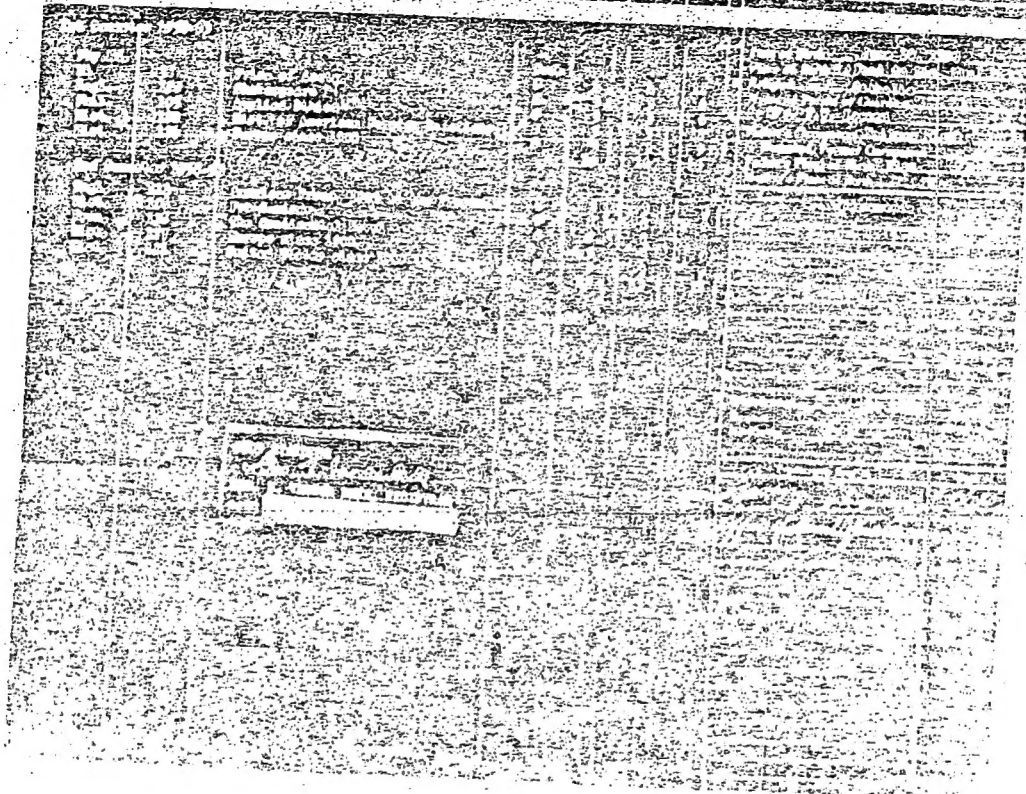
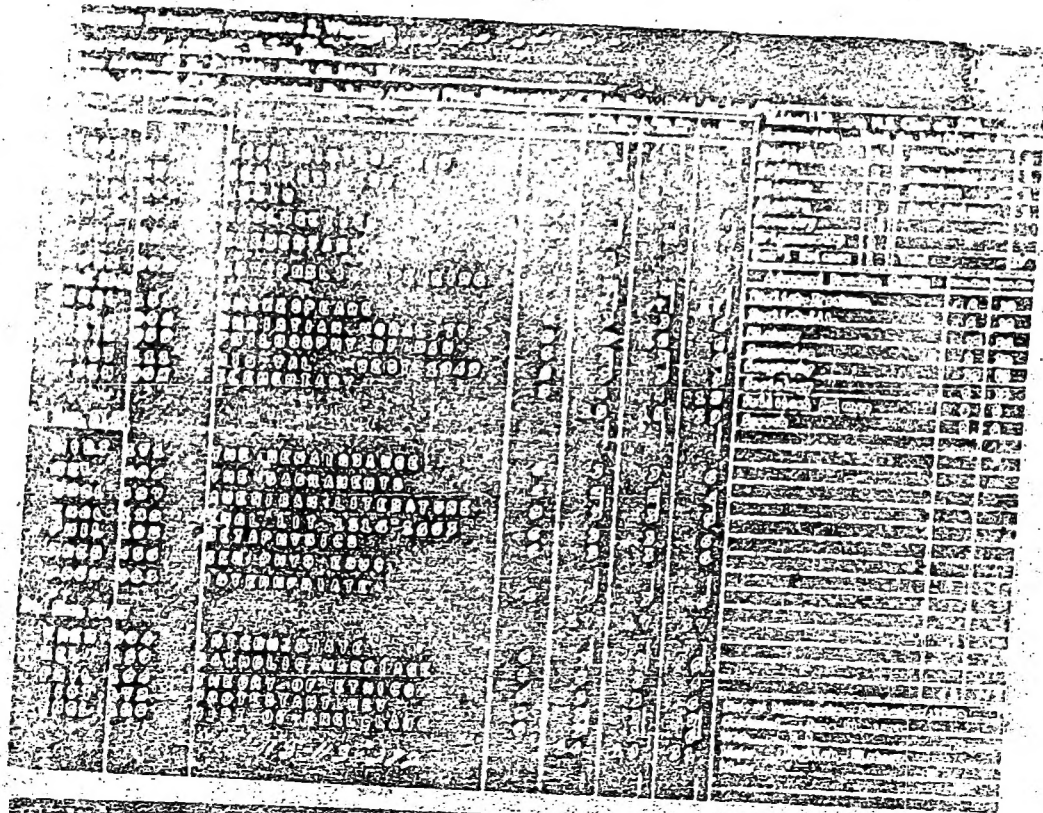
Case Number: 131718

1. This is to advise you of security action in the subject case as indicated below:
  - ☒ Security approval is granted the subject person for access to classified information.
  - ☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
  - ☐ The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of EOD procedures.

W. M. Knott  
W. M. Knott

From  
as 4x157  
ap

CONFIDENTIAL



**1001**

**SECTION 1 - GENERAL PERSONAL AND PHYSICAL DATA**

1. NAME (Last, First, Middle)  
2. DATE OF BIRTH (Month/Day/Year)  
3. PLACE OF BIRTH (City, State, Country)  
4. SEX (Male/Female)  
5. RACE (White/Black/Hispanic/Asian/Other)  
6. HEIGHT (Feet/Inches)  
7. WEIGHT (Pounds)  
8. HAIR COLOR  
9. EYE COLOR  
10. BLOOD TYPE  
11. OTHER PHYSICAL DATA (Scars, Tattoos, etc.)

**SECTION 2 - EDUCATION AND EMPLOYMENT DATA**

12. EDUCATION (High School/College/University)  
13. DEGREE (Bachelor's/Master's/Doctorate)  
14. MAJOR (Field of Study)  
15. MINOR (Field of Study)  
16. EMPLOYMENT (Current/Previous)  
17. EMPLOYER (Company Name)  
18. POSITION (Job Title)  
19. DATES OF EMPLOYMENT (Start/End)  
20. REASON FOR LEAVING (Resignation/Dismissal/Retirement)

**SECTION 3 - SOCIAL AND CONTACT DATA**

21. SOCIAL SECURITY NUMBER  
22. MARITAL STATUS (Single/Married/Divorced/Widowed)  
23. DATE OF MARRIAGE  
24. SPOUSE'S NAME (Last, First, Middle)  
25. ADDRESS (Street, City, State, Zip)  
26. PHONE NUMBER (Home/Work/Mobile)  
27. EMAIL ADDRESS  
28. OTHER CONTACT INFORMATION

**SECTION 4 - ADDITIONAL DATA**

29. OTHER INFORMATION (Comments, Notes, etc.)